

**Town of Sweden, Maine Board of Appeals**  
**Application for Administrative Appeal of Code Enforcement Officer Decision**

1. Name of Owner of Property Which is Subject of Appeal: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

3. Name of Agent if applicable and relationship to Owner of Property: \_\_\_\_\_

(Note: a letter from the owner of the property designating agent to act on their behalf in this matter or Power of Attorney must accompany the request for appeal if the request is not made by landowner).

4. Telephone: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

6. Map \_\_\_\_\_ 7. Lot \_\_\_\_\_ 8. Zone(s) \_\_\_\_\_

9. Fee: A fee of \$75 is to be submitted with the application. The applicant shall pay 100% of the costs incurred by the Town of Sweden or its officials but not less than \$75.

10. Please describe in detail what decision you are appealing (clarify exactly where the CEO's decision was contrary to specific provisions of the Ordinance or contrary to the facts presented to the CEO:

\_\_\_\_\_

11. The date on which the decision was made and by whom: \_\_\_\_\_

**The law requires that the appeal must be filed within 60 days. If an ordinance or statute does not provide a time limit within which an appeal to the board of appeals must be filed, the court has held that a period of 60 days constitutes a reasonable appeal period.**

12. What action you want the board of appeals to take in this matter. \_\_\_\_\_

Also, please indicate how the CEO's decision will affect you and/or your property. Use extra sheets if necessary and attach them to this application.

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I certify that the information contained in this application is true to the best of my knowledge and belief. I also understand that the Board of Appeals will hear and decide administrative appeals on a *de novo* basis where it is alleged that there is an error in any order, requirement, decision or determination made by, or failure to act by, the Code Enforcement Officer in his or her review of, and action on, a permit application under this Ordinance.

In a *de novo* review, the Appeals Board may consider new evidence or information, new testimony, or hear new witnesses, and may conduct the review as if the application is being newly presented. The Board of Appeals may reverse the decision of the Code Enforcement Officer based upon its *de novo* investigation and deliberations by a concurring vote of at least three members only if they determine that the application does in fact meet all of the requirements of the Town of Sweden, Maine Zoning and Land Use Ordinance.

I understand that I am responsible for 100% of the costs incurred by the Town of Sweden or its officials including but not limited to the cost of postage, advertising, attorney fees and/or the cost of independent consulting services deemed necessary by the Board.

Date: \_\_\_\_\_

Signature of Appellant: \_\_\_\_\_

Printed Name: \_\_\_\_\_