

**TOWN OF CUMBERLAND  
BOARD OF ADJUSTMENT AND APPEALS**

**INSTRUCTION SHEET**

Dear Applicant:

The Board of Adjustment and Appeals meetings are held on the second Thursday of every month. **All** forms and information are to be submitted on the **Thursday, two weeks prior to the meeting.**

Please fill out the form completely to expedite processing, and return with the **\$100.00 application fee.**

Before filling out the form, please be absolutely sure you understand the applicable sections of the Cumberland Zoning Ordinance. If you have any questions, the Code Enforcement Officer or staff person will be most happy to assist you.

File with your form a plot plan of the property in question, drawn generally to scale, showing EXACT distances from buildings (if any) to all lot lines, on 8 1/2 x 11 inch paper (or larger), and showing location and distances to all public and private rights of way. **Please provide ten (10) copies of your application and plans.** You may wish to present other maps, drawings, etc. to the Board which will support your application.

At your hearing, you will be expected to present as strong an argument for your application as you can. While members of the Board may ask you for information and documentation, it is not our function to make your case for you.

**The format of your hearing will be as follows:**

1. You will be asked to present your position to the Board.
2. Opponents and proponents will be asked for their comments.
3. Board members may wish to ask you, opponents, and proponents for information, documentation and certain other facts.

When the Board is satisfied that all have been adequately heard, they will vote to “close the public portion” of the hearing. This means that the Board will participate in further discussion while you, the other participants in your hearing and the public are entitled to stay and observe our debate and votes.

Finally, we solicit your understanding that as fellow citizens, appointed to the Board by the Cumberland Town Council, we must operate within the strict limitations placed upon us by the Cumberland Zoning Ordinance and the laws of the State of Maine, and do not, therefore, enjoy broad discretionary powers.

Sincerely,

CHAIRMAN  
Board of Adjustment & Appeals