

# Application Procedure for Board of Appeals

1. Any person aggrieved by an action that comes under the jurisdiction of the Board must file such application for appeal, in writing on forms provided by the Town within thirty (30) days of the granting or denial of a permit or application. The applicant shall file this appeal with the Board Secretary at the Town Office, setting forth the ground for the appeal. Upon receiving the application for appeal, the Board Secretary shall notify the Chairperson of the Board.
2. Any person requesting a variance that comes under the jurisdiction of the Board of Appeals must file an application for a variance, in writing on forms provided by the Town. The application must be filed with the Board Secretary, who, upon receiving the application shall notify the Chairperson of the Board.
3. The burden of proof shall be on the applicant.
4. The applicant shall submit eight (8) copies of all application materials.

[Application for Appeal or Variance](#)