

TOWN OF BETHEL, MAINE

Ordinance Change Request Form

Use this form to request a change to a Town of Bethel ordinance — an amendment to an existing ordinance, a new ordinance, or the repeal of an ordinance. Anyone may submit a request.

Submit the completed form to the Town Manager at the Town Office. You do not need to know the exact ordinance section or propose legal wording — describing the problem clearly is the most important part.

Note that this process generally takes several months. Submitting a request does not obligate the Town to change an ordinance. You are welcome to attend Ordinance Review Committee workshops, normally on the second and fourth Tuesday of each month at 5:30 PM.

1. Requestor Information

Name: _____ Date: _____

Phone: _____ Email: _____

Physical address: _____

Mailing address: _____

I am submitting this request as a: (check all that apply)

- | | | |
|---------------------------------------|---|--|
| ☐ Resident | ☐ Property owner | ☐ Business owner |
| ☐ Town staff | ☐ Board / Committee: | ☐ Select Board member |
| ☐ Other: _____ | | |

2. Ordinance Reference

This request is for: (check one)

- | | | |
|--|--|---|
| ☐ Change to an existing ordinance | ☐ A new ordinance | ☐ Repeal of an ordinance |
|--|--|---|

Ordinance chapter / section, if known. If you are unsure of the specific ordinance, please leave blank:

3. The Request (attach additional information if needed)

What is the problem or concern you are trying to solve? Describe the situation. What is happening today and why the current ordinance or lack of an ordinance is a problem.

What outcome would you like to see? Describe the result that you want. If you have specific wording in mind, you may attach it, as an optional step.

Have you discussed this with anyone at the Bethel Town Office? If so, who?

4. Impact and Urgency

Who would be affected by this change, and how? Consider neighbors and abutters, businesses, town operations, and the town as a whole. This should include both benefits and downsides, wherever possible.

How urgent is this request? (check one)

- ☐ Safety or legal concern — needs prompt attention
- ☐ Would like it considered for the next Town Meeting
- ☐ No specific deadline required

5. Supporting Materials (Optional)

Attached to this request: (check any that apply)

- ☐ Photos or maps
- ☐ Proposed wording
- ☐ Examples from other towns
- ☐ Petition or letters of support
- ☐ Relevant state law reference
- ☐ Other: _____

Signature: _____ Date: _____

What happens next / what to expect:

1. The Town Manager logs your request and places it on a Select Board agenda.
2. The Select Board decides whether to refer the request to the Ordinance Review Committee.
3. If referred, the Committee adds it to its working queue, researches it, and drafts any proposed change.
4. Proposed changes go through Town Manager, Select Board, and legal review, then a public hearing.
5. Ordinance changes are adopted only by vote at Town Meeting.

OFFICE USE ONLY

Date received:	Received by:
Tracking #:	Presented to Select Board on:
Select Board action: ☐ Referred to ORC ☐ Declined ☐ More information requested	
Added to ORC queue on:	Requestor notified on: