



Type I and II Appeal Submission Requirements

1 page

A Type I or II decision may be appealed to the Planning Commission by an affected party by filing an appeal within 12 calendar days of notice of the decision. An affected party is the applicant, or any person who submitted written evidence. If appealed, a hearing before the Planning Commission will be scheduled. Notice of the hearing shall be posted at City Hall, mailed to all persons entitled to notice of the application as set forth above, to the appellant and the applicant.

The Planning Commission's decision is final unless appealed to the City Council within 10 calendar days of the decision. A Type II decision that was originally heard before Planning Commission can only be appealed to the City Council. Any participant may appeal and the appeal shall be on the record.

A. The record shall include:

1. A factual report prepared by the Development Services Director;
2. All exhibits, materials, pleadings, memoranda, stipulations and motions submitted by any party and received or considered in reaching the decision under review; and
3. A detailed summary of the evidence, but the details need not be set forth verbatim.

B. Requirements:

A person desiring to file an appeal must submit a 'Notice of Intent to Appeal' containing the following:

1. An identification of the decision sought to be reviewed;
2. Reference to the subject property by address, legal description or tax map;
3. The basis for asserting the appellant has standing to appeal; and,
4. The specific grounds for the appeal and relevant code sections.

C. Filing Fee per Fees and Charges Resolution

If an appeal is filed, the project is placed "on hold" until resolution of the appeal.

This information is a summation of the process. The specific code sections are available upon request. For more information, contact the Development Services Department at 503-489-2160.