



## Appeal of Administrative Decision Checklist

**Instructions to Applicant:**

Answer all questions completely.

A filing fee in the amount of \$500.

Provide required attachments as shown on the attached checklist.

**Type of Appeal (Check as appropriate).**

Building Permit

Development Order

Zoning

**Affected Sections of the Zoning Regulations.**

Article \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_

Article \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_

Date Decision Rendered: \_\_\_\_\_

**The Notice of Appeal must contain the following information.**

1. A written description of the decision by the administrative official that is being appealed.

2. A brief statement of facts and issues involved in the appeal.

3. A brief statement of the alleged error(s) made by the administrative official in rendering the administrative official's decision.

4. Any exhibits or materials relevant to the issues forming the basis of the appeal, such as vegetative surveys, environmental assessments and relevant permits issued by other governmental agencies.

5. The name, address and telephone number of the property owner.

6. A legal description of the property.

7. A boundary survey of the property, completed within twelve (12) months of the appeal; and.

8. Such other information as may reasonably be required by the Community Development Department.



## **Appeal of Administrative Decision Submittal Checklist**

1. Application Review Fee.
2. Completed application signed by applicant.
3. Attachments as necessary to address:
  - a. Exact proposed language being appealed
  - b. Justification for request