



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 ULDC, Building Code or Development Order 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.

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

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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.

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

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6. A legal description of the property.

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

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

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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