



APPEAL OF ADMINISTRATIVE DECISION SUBMITTAL CHECKLIST

Section 18-56

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

Note: Appeals of Administrative Decisions shall be submitted within 14 days of the decision(s) being appealed pursuant to Section 18-56(c)(2)a.

- 1. Application Form** – must be signed by the property owner or be accompanied by an authorization letter
- 2. Application Fee** - refer to the application form
- 3. Letter of Intent** – narrative describing the Appeal request in detail, including responses to all of the following review criteria, per Section 18-56(d):
 - a. The technical meaning of the provision being appealed including conformance with the Code;
 - b. Evidence of the manner in which the provision has been interpreted in the past;
 - c. The positive or negative impact of the requested appeal on the achievement of stated city development goals and objectives; and
 - d. The intent of the provision in implementing the Comprehensive Plan.

Include specific code references as justification for the appeal.

This is a general list of requirements. Some projects may require more or less information.