



COMMUNITY DEVELOPMENT

APPEAL APPLICATION

Contact Information

Appellant name _____ Phone _____

Address _____
City State Zip Code

Appellant email _____

Appellant signature _____

Agent name _____ Phone _____

Address _____
City State Zip Code

Agent email _____

Appeal Information

File number of decision to be appealed: _____

BDC 4.1.1110 Who May Appeal.

- A. The following may file an appeal:
1. A party; or
 2. A person entitled to notice and to whom no notice was mailed.
- B. A person to whom notice is mailed is deemed notified even if notice is not received.

BDC 4.1.1115 Filing Appeals.

- A. To file an appeal, an appellant must file a completed notice of appeal on a form prescribed by the Planning Division and pay an appeal fee.

4.1.1120 Notice of Appeal.

A. The Notice of Appeal shall contain:

1. A description of the decision which is being appealed, including the date of decision.
2. A statement describing the interest the person who is appealing has in the decision. Only persons who have proper standing as provided by the law, and who have participated in the decision being appealed (if provision for such participation was provided in the previous proceeding), may appeal the decision. The statement of interest must demonstrate the person's standing and participation.
3. A description of the issues sought to be raised by the appeal; and a statement that the issues were raised during the proceeding that produced the decision being appealed. This description must include the specific criteria relied upon as the basis for the appeal, and an explanation of why the decision has not complied with the standards or requirements of the criteria. The issues raised by the appeal must be stated with sufficient specificity to afford the reviewing authority an opportunity to resolve each issue raised.
4. In the case of a discretionary appeal request to the City Council, the Notice of Appeal shall include the following additional information to assist the Council in deciding whether to grant discretionary review of the decision being appealed:
 - a. How the appeal presents issues that have significant public policy or community-wide implications for the City, as opposed to more limited issues which primarily involve the directly affected property or persons involved in the land use decision being appealed.
 - b. Why it is necessary or desirable for the City Council to review these issues; and why the issues cannot be adequately and fairly reviewed by the Land Use Board of Appeals.