

# APPEAL OF ADMINISTRATIVE DECISION TO HEARING EXAMINER

**Note:**

- The right to appeal is granted under [LMC 1.35.700](#) and must be filed within 14 days of the issuance of the hearing examiner’s decision
- The burden of proof rests with the applicant, petitioner, or proponent
- Appeals are considered by the City Council, who may issue a determination at the time of the meeting
- Additional information may be required during the review process in order to respond to or resolve particular issues
- An application may be amended only in writing
- Please submit a written statement with the specific decision being appealed and the groups for the appeal
  - Please use 10-point font or larger for all supporting documents
- Submittals are not complete until fees have been paid
  - For fees, please see [LMC 3.104](#) or contact our office for current fee information

File Name:	File Number:
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Appellant:	Email:		
Address:	Phone:		
City:	State:	Zip:	Cell:

Property Owner(s):	Email:		
Address:	Phone:		
City:	State:	Zip:	Cell:

Site Address:			
City:	State:	Zip:	
Parcel Number(s):			
Legal Description:			

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Appellant/Agent:	Date:
<b>Please print name:</b>	