



## Nature of Appeal

Persons filing a Notice of Appeal must provide, in writing, the specific reasons the appellant believes the decision to be erroneous. The written narrative must identify each finding of fact, each conclusion, and each condition or action ordered which the appellant alleges is erroneous; the specific relief sought by the appellant; and references to the evidence submitted on the record. *The appellant has the burden of proving the decision or action ordered is erroneous.*

### OTHER INFORMATION

This form must be submitted with the information indicated below.

#### Information

#### Required

##### General:

- |  |             |
|--|-------------|
| • Appeal form with original signature  | _____X_____ |
| • Fee (payable to Douglas County TLS)  | _____X_____ |
| • Copy of decision (or interpretation) | _____X_____ |
| • Legal Description (if applicable)    | _____X_____ |

##### Documents:

- |   |             |
|---|-------------|
| • Typewritten or legibly hand printed response as described<br>In <i>Nature of Appeal</i> above | _____X_____ |
| • Specific codes and/or policies referenced   | _____X_____ |
| • Reports   | _____       |
| • Applicable correspondence   | _____       |

##### Maps or Site Plans:

- |  |       |
|--|-------|
| • Vicinity map   | _____ |
| • Site map   | _____ |
| • Location of existing buildings, structures, uses, roads, utilities, etc. | _____ |
| • Other existing and proposed physical features relative to the appeal     | _____ |

Other: \_\_\_\_\_

Three copies of each document, plan, map or other information must be submitted with any appeal. All materials must be legible and on a format no larger than 11" X 17". Maps and plans must disclose scale of drawing, north arrow, and names of roads and other significant features.

**Information on Appeals**

Chapter 14.12 of the Douglas County Code governs appeals. Consult that chapter for complete information. Appeals must be timely filed with the Department of Transportation and Land Services and include all of the required and requested copies of information, appropriate attachments and the filing fee. Contact the Department for information specific to your interest and the exact appeal time period.

Douglas County has established a nominal fee for filing appeals to defray the cost of advertising, staff time and other costs associated with appeals. There may be additional costs incurred by appellants in preparing appeal materials. These costs would be associated with requested photocopies of materials in the original files, documents and plans.

Appeals of administrative decisions by Building Official, as specified in DCC 15.98.240, and the Director of Land Services are considered by the Hearing Examiner as an open record appeal. Open record appeals create a record through a public hearing at which testimony and submission of evidence can be made. The Hearing Examiner will issue a written decision on an administrative appeal within ten working days after the close of the public record.

Consult Section 14.12.030 of the Douglas County Code for appeals related to the State Environmental Policy Act (SEPA).

All statements, information, plans, maps and other attachments to this application are, to the best of my knowledge, true and accurate. I also acknowledge that I have read and understand the above *Information of Appeals*.

Signature of Appellant: \_\_\_\_\_

Date Signed: \_\_\_\_\_