LAND USE DECISION APPEAL

Planning and Economic Development Department
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For complete information on decision appeal procedures, refer to Chapter 19.70 of the Poulsbo Municipal Code (PMC). Please note this application form is for Type I and II permit appeal decisions, Type III hearing examiner decisions, and SEPA threshold determinations. See PMC Chapter 19.70 for information on appeals to City Council Type III, Type IV, and Type V decisions, and shoreline permit decisions.

TYPE OF APPEAL:			
☐ Type I decision	☐ Type II decision	☐ Type III hearing examiner decision	☐ SEPA decision

PROJECT INFORMATION:	
Planning File No.	Notice of Decision Date:
Property Owner(s):	
Address:	Parcel No.
Email:	Phone:

APPELLANT/APPLICANT:	
If several individuals are appealing together, list the additional names and addresses on a separate sheet and identify a representative below. If an organization is appealing, indicate group's name and mailing address here and identify a representative below.	
Name:	
Address:	
Email:	Phone:
Signature:	

REPRESENTATIVE:	
Name of representative if different from the appellant indicated above. Groups and organizations must designate one person as their representative/contact person.	
Name:	
Address:	
Email:	Phone:
Signature:	

SUBMITTAL REQUIREMENTS:
☐ Filing Fee: $150 + Hearing Examiner Costs (*if applicable*)
☐ Land Use Decision Appeal Form
☐ One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail).
☐ Copy of Decision Being Appealed
☐ Letter of Appeal (see below)

EVALUATION CRITERIA

The following criteria are listed in PMC Chapter 19.70. The review authority must consider these criteria when making a decision on the appeal. The appellant's letter of appeal should address these criteria:

a. Facts demonstrating that the person is adversely affected by the decision.

b. A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the decision fails to satisfy the applicable decision criteria.

c. The specific relief requested.

d. Any other information reasonably necessary to make a decision on the appeal.

THE SUBMITTAL REQUIREMENTS MUST BE RECEIVED NO LATER THAN 4:30 P.M. ON THE 14TH CALENDAR DAY FOLLOWING THE DATE THE NOTICE OF DECISION WAS ISSUED.