



## NOTICE OF APPEAL

Appealing decision of: \_\_\_\_\_ Administrator (to the Zoning Commission)  
\_\_\_\_\_ Zoning Commission (to the Board of  
County Commissioners)

I, \_\_\_\_\_, do hereby request an appeal of the decision issued in:

- Case Name and File Number (if applicable): \_\_\_\_\_
- On the following described parcel of land: a) Parcel Number: \_\_\_\_\_  
b) Address of Parcel (if applicable): \_\_\_\_\_
- The grounds for this appeal are: (Specifically identify the part of the written decision you disagree with AND how the Administrator or Zoning Commission erred in their decision. Attach additional sheets if necessary.)

- I hereby affirm that I am a party affected by the above-mentioned decision. The address of my affected property is \_\_\_\_\_ and my mailing address is \_\_\_\_\_.
- I understand that a verbatim transcript of a public hearing(s) will be required as part of this application and I will submit 1 original and 5 copies of the verbatim transcript upon completion. I agree to pay the cost of obtaining said transcript.
- The verbatim transcript of the public hearing(s) must be prepared by a 3<sup>rd</sup> party professional transcriptionist. Transcripts cannot be prepared by the appellant.
- The maximum time extension for preparation of the verbatim transcript is 30 days beyond the date the application is filed with Development Services.

Dated: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Appellant

Appeal Fees: \$255.00 (to the Zoning Commission)  
\$285.00 (to the Board of County Commissioners) plus verbatim transcript

### **Instructions on How to Proceed with Appeal**

The Notice of Appeal and appropriate fee shown above shall be filed by the Appellant with the Development Services Department within 20 days after the written decision of the Administrator or Zoning Commission is rendered.

The appeal of a decision of the Administrator will be set before the Zoning Commission. The appeal of a decision by the Zoning Commission will be set before the Board of County Commissioners.

If the Board of County Commissioners decides to open the appeal hearing for public comment, then a public hearing will be held. Public notice will be made and advertised once in the local newspaper. The appeal hearing date will be set at least 15 days after the date of public notice of the hearing. A notice of hearing will be mailed to the Appellant and, if applicable, all parties involved within 300 feet of the subject property.

**No new information can be added to the record on appeal. The body hearing the appeal will consider only the information presented to the initial decision-maker whose decision is being appealed.**

The decision on appeal will be in writing and will be mailed to the Appellant within thirty (30) days after the hearing.