



LAND USE APPEAL APPLICATION

NOTICE TO APPLICANT: The appeal process for Type II and Type III decisions is described in CDC 12.70.180.

TRACKING INFORMATION (For Office Use Only)

File # _____ Planner _____ Hearing Date _____

Processing Procedure: Director PC CC

APPEAL OF CASE FILE (Please identify the case file to be appealed, the date of decision, and review body)

Case File No. (i.e., PUD-001-15) _____

Date of Decision _____ Decision-making Body _____

TYPE OF APPEAL HEARING REQUESTED (Please check one of the following):

Application Type **De Novo (New Evidence)** **On The Record (No New Evidence)**

Type III*

Type II

Type I

Alternative Review

**If you are requesting a Type III De Novo Hearing, respond below to the CDC 12.70.180(H)(4) provisions for granting a De Novo Appeal Hearing. City Council will consider your request without discussing the merits of the land use decision.*

APPELLANT(S) (If more than one appellant, attach names with signatures and addresses on a separate sheet of paper.)

Appellant(s) Name/Contact _____

Business Name _____ Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Appellant's Signature _____ Date _____

APPELLANT'S REPRESENTATIVE (if applicable)

Representative's Name/Contact _____

Business Name _____ Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Representative's Signature _____ Date _____

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

SUBMITTAL CHECKLIST - LAND USE APPEAL APPLICATION

The following is a check list based on the specific requirements for Land Use Appeals found in Sections 12.70.180, 12.70.040 (Type II) and 12.70.050 (Type III):

- Completed, Signed Application Form:** The original, signed Appeal Application.
- Narrative:** A written narrative clearly describing the reason for the appeal, including:
 - A detailed statement on the basis of the appeal, including which process, approval criteria, development standards, or conditions of approval were allegedly improperly evaluated or applied to the decision; and
 - Identification of the decision being appealed, including the case file number, the Review Authority which made the decision, and the date of the Decision;
 - Documentation that the appellant was a party to the initial proceedings;
 - For Type III Decisions Only: If a De Novo hearing is requested, indicate the reasons for the requested De Novo hearing **without** addressing the merits of the land use application.
- Fee:** The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.
- Electronic Files:** A full electronic version of all submitted materials must also be provided in PDF format on a DVD/CD or thumb-drive. Contact the assigned Planner or Planning Technician for additional information or assistance.

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