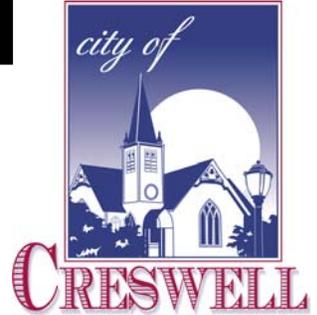


# Application: APPEAL



**Instructions:** Only a person with standing is eligible to appeal. Complete all application requirements listed below. The following information must be fully completed in order to process your application. The Creswell Development Code has two types of Appeals, outlined below.

- A. An appeal of a decision by the Planning Director regarding a requirement of this Ordinance must be made to the Planning Commission and must be filed with the City within 12 days of the action. A public hearing will then be scheduled. The grounds for the appeal are limited to the question of whether the Planning Director exercised delegated authority in a manner that is consistent with the requirements of this Ordinance.
- B. A Planning Commission action or ruling pursuant to this Ordinance may be appealed to the City Council within 12 days after the signing of the Planning Commission's final order. If the appeal is not filed within the 12-day period, the decision of the Planning Commission shall be final. Written notice of the appeal shall be filed with the City. The appeal shall refer to the specific criteria upon which the Planning Commission's decision was based, and state the reasons why the criteria were not satisfied. If the appeal is filed, the City Council shall consider the appeal and hold a public hearing following applicable procedures in Section 3.2.3. The hearing should be scheduled for the earliest possible regular meeting date of the Council, unless the Council determines otherwise. The Council's decision on any appeal shall be final upon the signing of the findings by the Council.

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## Appeal Submittal Requirements *(Creswell Code Section 3.10.0)*

a. Identify the decision being appealed, including the date.

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b. A statement explaining the specific issues raised on appeal.

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c. If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.

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**FOR OFFICIAL USE ONLY**

**STAFF REVIEW**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ File No: \_\_\_\_\_

Fee paid Amount: \$ \_\_\_\_\_

Owner's Signature or Letter of Authorization

Date Notice Mailed (*if applicable*): \_\_\_\_\_

Planning Commission / City Council Hearing Date (*if applicable*): \_\_\_\_\_

Updated 5/04