



## APPEAL OF INITIAL HEARINGS OFFICIAL OR HISTORIC REVIEW BOARD DECISION

The appeal of an initial Hearings Official or Historic Review Board decision provides for a review of a quasi-judicial decision by a higher review authority specified in the Land Use Code. In general, the appeal procedures allow for a review of the original application, the Hearings Official or Historic Review Board decision, the appeal application, and any facts or testimony relating to issues and materials that were submitted before or during the initial quasi-judicial public hearing process. The Hearings Official or Historic Review Board decision may be affirmed, reversed, modified, or remanded by the Planning Commission.

**Please check one of the following:**

- |  |   |
|--|---|
| <input type="checkbox"/> Adjustment Review, Major      | <input type="checkbox"/> Planned Unit Development, Tentative Plan |
| <input type="checkbox"/> Conditional Use Permit        | <input type="checkbox"/> Willamette Greenway Permit               |
| <input type="checkbox"/> Historic Landmark Designation | <input type="checkbox"/> Zone Change*                             |

*\*This appeal form is not applicable for zone changes processed concurrently with a Metro Plan amendment, the adoption or amendment of a refinement plan, a Land Use Code amendment, or the application of the /ND Nodal Development overlay zone.*

**City File Name:** \_\_\_\_\_

**City File Number:** \_\_\_\_\_

**Date of Hearings Official or Historic Review Board Decision:** \_\_\_\_\_

**Date Appeal Filed:** \_\_\_\_\_

(This date must be within 12 days of the date of the mailing of the Planning Director's decision.)

- Attach a written appeal statement. The appeal statement shall include a written statement of issues on appeal, be based on the record, and be limited to the issues raised in the record that are set out in the filed statement of issues. The appeal statement shall explain specifically how the Hearings Official or Historic Review Board failed to properly evaluate the application or make a decision consistent with the original application. Please contact Planning staff at the Permit and Information center, 99 West 10<sup>th</sup> avenue, 541-682-5377, for further information on the appeal process.
  
- A filing fee must accompany all Hearing's Official and Historic Review Board appeals. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check on the web at: [www.eugeneplanning.org](http://www.eugeneplanning.org)

*www.eugene-or.gov/planning*

**Acknowledgment**

I (we), the undersigned, hereby acknowledge that I (we) have read the above appeal form, understand the requirements for filing an appeal of a hearings official or historic review board decision, and state that the information supplied is as complete and detailed as is currently possible, to the best of my (our) knowledge.

**APPELLANT:**

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPELLANT'S REPRESENTATIVE:**

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**IF** this appeal is being filed by the affected recognized neighborhood association, complete the following:

Name of Association: \_\_\_\_\_