

ADMINISTRATIVE APPEAL FORM

STEVENS COUNTY LAND SERVICES—PLANNING DIVISION

Street Address: 260 S. Oak—Courthouse Annex, Colville, WA
Mailing Address: 215 S. Oak—Courthouse Annex, Colville, WA 99114
Phone: 509-684-2401 Fax: 509-684-7525
www.co.stevens.us.wa/LandServices/index.php

FOR OFFICE USE ONLY

File Number: _____

Receipt: _____

Date Received: _____

Application Submittal Checklist:

- Appeal fee (See Fee Schedule)** Please make check payable to Stevens County Land Services.
- Exhibits** - They must accompany your completed appeal form.

Please review 3.30.200 through 3.30.240 for complete information on appeal requirements and process.

APPLICANT SIGNATURES

I/We certify that the information contained on this application is true, complete and accurate to the best of my/our knowledge.

Signature of: **Party Appealing**

Primary Contact/Agent (if any)*

*** NOTE: As per SCC 3.30.100: Property owner is required to sign the application if the Agent does not have written proof of authorization.**

Administrative Appeal Form

CONTACT INFORMATION

Appellant: _____

Mailing Address: _____
City _____ State _____ Zip _____

Day Time Phone: _____ Fax: _____

Email Address: _____

Primary contact (if different): _____

Mailing Address: _____
City: _____ State _____ Zip _____

Day Time Phone: _____ Fax: _____

Email Address: _____

PROCEDURAL INFORMATION

The appeal hearing shall be limited to the issues included in the written appeal statement. Participation in the appeal shall be limited to the County, the applicant, and those persons or entities which have timely filed complete written appeal statements and paid the appeal fee. The appellant shall carry the burden of proof in the appeal. The burden of proof shall be met by a preponderance of the evidence in order for the appellant to prevail.

Who may appeal:

1. The applicant and the owner of property to which the land use decision is directed;
2. Another person aggrieved or adversely affected by the land use decision, or who would be aggrieved or adversely affected by a reversal or modification of the land use decision. A person is aggrieved or adversely affected within the meaning of this section only when all of the following conditions are present:
 - a. The land use decision has prejudiced or is likely to prejudice that person;
 - b. That person's asserted interests are among those that the local jurisdiction was required to consider when it made the land use decision;
 - c. A judgment in favor of that person would substantially eliminate or redress the prejudice to that person caused or likely to be caused by the land use decision; and

d. The petitioner has exhausted his or her administrative remedies to the extent required by law.

Pursuant to 3.30.240, the appeal authority may dismiss an appeal in whole or in part without a hearing, if the appeal authority determines that the appeal or application is untimely, beyond the scope of the appeal authority's jurisdiction, or that the appellant lacks standing.

APPEAL QUESTIONS

The questions listed below are designed to ensure that required appeal information is provided as outlined in SCC 3.30.210. If you are appealing more than one administrative decision, you may use one appeal form but it needs to clearly indicate the elements of each permit you are appealing.

Please attach additional sheets of paper as necessary when answering the following questions.

1. Please identify the permit decision(s) you are appealing:

File number(s): _____

2. Please describe how you meet the requirements for establishing standing for each decision you are appealing.

3. Please provide a concise statement identifying each alleged error and the manner in which the decision fails to satisfy the applicable decision criteria. If you are appealing more than one permit decision, you need to identify how each decision fails to satisfy the applicable decision criteria for that application.

4. What specific relief are you requesting?

5. Is there additional information necessary to make a decision on the appeal?

No new substantive appeal issues may be raised or submitted after the close of the time period for filing of the original appeal.

