



APPEAL OF A TYPE II DECISION

PUBLIC WORKS DEPARTMENT 3050 NORTH DELTA HIGHWAY, EUGENE OR 97408
PLANNING: 541-682-3577 | BUILDING: 541-682-4651 | SANITATION: 541-682-3754

For Office Use Only: FILE # 509-PA

CODE: HOAPPEAL

FEE: \$250

Appellant: _____

Mailing address: _____

Phone: _____ - _____ - _____ Email: _____

Signature: _____

Appellant's Representative: _____

Mailing address: _____

Phone: _____ - _____ - _____ Email: _____

Signature: _____

If you wish to receive a courtesy digital copy of the Hearings Official Decision, please provide a valid email in the above space.

LOCATION (subject property) (ex. 00-00-00-00-00000)

Assessor's Map and Tax Lot

REQUIRED SUBMITTALS. A notice of appeal must be filed with the Director prior to the end of business (4 pm PST) on the 12th day after the date the notice of decision is mailed. Please note that your appeal application will be rejected if it does not meet all the requirements of Lane Code 14.080(1)(a) through (c). Failure to address all appeal requirements of Lane Code 14.080(1)(a) through (c) may result in the appeal being rejected.

1. A copy of the decision being appealed, with the department file number: 509-PA_____ - _____ and date of the decision _____ / _____ / _____
2. The \$250 appeal fee, payable to Lane County.
3. The appeal deadline, as stated in the Director's Decision: _____
4. Address each of the following:
 - a. State how the appellant is a person who is entitled to written notice under LC 14.060 or a person who is adversely affected or aggrieved by the application:

I am a person entitled to receive the Notice of Decision per LC 14.060

I am adversely affected or aggrieved by the application because (explain):

b. Please provide a written statement explaining the reason(s) why the Director's decision was made in error or why the Director should reconsider the decision. Please explain the issues being raised on appeal with sufficient specificity to afford the approval authority the opportunity to respond to each issue raised (attach a separate letter if necessary).

c. Provide an explanation with detailed support specifying one or more of the following as assignments of error or reasons for reconsideration (attach a separate letter if necessary):

- The Director exceeded their jurisdiction;
- The Director failed to follow the procedure applicable to the matter;
- The Director rendered a decision that is unconstitutional; or
- The Director misinterpreted the Lane Code or Lane Manual, state law or federal law, or other applicable standards and criteria.
- Reconsideration of the decision is requested in order to submit additional evidence not available in the record at the hearing and addressing compliance with relevant standards and criteria.

5. Include any other additional information in support of your appeal.