



# RECONSIDERATION REQUEST OF HEARINGS OFFICIAL 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 #

FEE:

Appellant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Appellant's Representative: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**LOCATION (subject property)**

Assessor's Map and Tax Lot

**This form is required for request for reconsideration of a Type III Hearings Official decision or a Hearings Official decision on an appeal of a Type II Director decision. Please note that your appeal application requesting reconsideration will be rejected if it does not meet all the requirements of Lane Code 14.080(1)(a) through (c). A notice of appeal must be filed with the Director prior to 4 p.m. Pacific Time 12 days after the date the notice of decision is mailed (see deadline specified on the decision).**

1. A copy of the decision being appealed, with the Department file number: \_\_\_\_\_ and the date of the decision \_\_\_\_\_
2. The \$1,327.36 appeal fee, payable to Lane County.
3. The appeal deadline, as stated in the Hearings Official's Decision: \_\_\_\_\_
4. Address each of the following:
  - a. Check one of the items below demonstrating how the person filing the appeal is a party as that term is defined in LC 14.015(22) with the right to appeal the Hearings Official's decision:

I am the applicant for the subject application;

- I am the owner or contract purchaser of the subject property;
- Prior to the decision, I provided testimony before the Hearings Official;
- I am not one of the persons mentioned above, but wish to appeal the Hearings Official's decision and my appeal submittal identifies how I qualify as a party (provide written description).

b. Please provide a written statement explaining the reason(s) why the decision of the Hearings Official was made in error or why the Hearings Official should reconsider the decision;

c. Please provide an explanation with detailed support specifying one or more of the following assignments of error, or request for reconsideration:

- The Hearings Official exceeded his or her authority;
- The Hearings Official failed to follow the procedure applicable to the matter;
- The Hearings Official rendered a decision that is unconstitutional;
- The Hearings Official misinterpreted the Lane Code, Lane Manual, State Law, or other applicable criteria; or
- 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.

d. Include any additional information in support of your appeal.

5. Per Lane Code 14.080(4)(a), if the applicant is requesting reconsideration, the applicant must first agree to extension of any statutory application timelines, and such extension must be in addition to any other extensions already given.

**Notes:**

- An appeal of a Hearings Official decision to the Lane County Board of County Commissioners is no longer allowed per the regulations of Lane Code Chapter 14 (Lane County Ordinance No. 20-05).