

FOR OFFICE USE ONLY

Appeal #- _____

Date Received _____



**CITY OF PRINEVILLE
APPEAL APPLICATION FORM**

DATE SUBMITTED: _____ FEE: _____

APPELLANT: _____ PHONE:(_____) _____

MAILING ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

LAND USE APPLICATION BEING APPEALED: _____

PROPERTY DESCRIPTION: T _____ R _____ S _____ TAX LOT: _____

APPELLANT'S SIGNATURE _____ DATE: _____

IT IS THE RESPONSIBILITY OF THE APPLICANT (APPELLANT) TO COMPLETE A NOTICE OF APPEALS SET FORTH IN CHAPTER 153.258 OF THE CITY CODE, "APPEALS."

EVERY NOTICE OF APPEAL SHALL INCLUDE:

- A. A statement raising any issue relied upon for appeal with sufficient specificity to afford the Hearings Body an adequate opportunity to respond to and resolve each issue in dispute.
- B. If the City Council is the Hearings Body, a request for review by the Council stating the reasons why the Council should review the lower Hearings Body's decision.
- C. If the City Council is the Hearings Body and de novo review is desired, a request for de novo review by the Council stating the reasons why the Council should provide de novo review as provided in 153.258.060.

The Notice of Appeal must include the items listed above. Failure to complete all of the above may render an appeal invalid. Any additional comments should be included on the Notice of Appeal.

EXCEPT AS PROVIDED IN SECTION 153.258.040, APPELLANTS SHALL PROVIDE A COMPLETE TRANSCRIPT OF ANY HEARING APPEALED FROM, FROM AUDIO RECORDED BY THE PLANNING DEPARTMENT UPON REQUEST. APPELLANTS SHALL SUBMIT TO THE PLANNING DEPARTMENT THE TRANSCRIPT NO LATER THAN THE CLOSE OF THE DAY 5 DAYS PRIOR TO THE DATE SET FOR THE DE NOVO HEARING OR, IN ON-THE-RECORD APPEALS, THE DATE SET FOR RECEIPT OF WRITTEN RECORDS.