

HEARING BOARDS

APPEALS CHECKLIST

Reviewer Name

Appeal Date

Appellant Name and Contact Info

Location/Project Name

CLASS I / CLASS II SPECIAL PERMIT APPEAL (Circle one):

- Yes No Is it within the 15-day appeal period? If not, return materials.
- Yes No N/A Proof of Lobbyist Registration
- Yes No N/A Letter of Intent indicating Class I or Class II number
- Yes No N/A All other pertinent documents, such as a copy of Final Decision
- Yes No N/A Paid receipt (\$500.00)

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD APPEAL:

- Yes No Is it within the 15-day appeal period? If not, return materials.
- Yes No N/A Proof of Lobbyist Registration
- Yes No N/A Letter of Intent indicating HEPB Resolution number
- Yes No N/A All other pertinent documents, such as a copy of HEPB resolution
- Yes No N/A Paid receipt (Code Chapter 17: \$300.00 or Code Chapter 23:
\$500.00 + \$3.50 x each property owner)

SPECIAL EXCEPTION / VARIANCE APPEAL (Circle one):

- Yes No Is it within the 15-day appeal period? If not, return materials.
- Yes No N/A Proof of Lobbyist Registration
- Yes No N/A Letter of Intent indicating ZB Resolution number
- Yes No N/A All other pertinent documents
- Yes No N/A Paid receipt of original application

ZONING ADM. INTERPRETATION / PLANNING DIR. DETERMINATION APPEAL (Circle one):

- Yes No Is it within the 15-day appeal period? If not, return materials.
- Yes No N/A Proof of Lobbyist Registration
- Yes No N/A Letter of Intent with all other pertinent documents/copies
- Yes No N/A Paid receipt (\$500.00)

*If all pertinent information is presented, date stamp and initial the appeal letter.

*If pertinent information above is missing, all documents must be returned to the appellant.