



The procedures for an appeal are outlined in the Bonney Lake Municipal Code [Chapter 14.120](#). Appeals may be submitted to the Community Development Department located at the Justice and Municipal Center, 9002 Main St. E.

Appeals of City Council decisions may not be administratively appealed. Judicial review is available pursuant to the Revised Code of Washington (RCW) Section 36.70C.040.

**General Information**

Name of Applicant (Appellant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name and File number of project that is being appealed: \_\_\_\_\_

Date of decision on project you are appealing: \_\_\_\_\_ Expiration date of appeal period: \_\_\_\_\_

Fee paid: \_\_\_\_\_

Please put an "x" next to the applicable appeal:

- Appeal of actions of the director(s) to the Hearing Examiner
- Appeal of a Hearing Examiner decision to the City Council

Pursuant to the Bonney Lake Municipal Code Chapter 14.120 only certain individuals have standing to appeal a decision on the application or appeal. Below, please provide a statement describing your standing to appeal. (Please see back page to determine if you have standing to appeal).

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### **Standing to Appeal**

1. Action of the Director(s): For appeals of an action of the Director(s), the project applicant, a department of the city or county, or other party of record or agency with jurisdiction, files a written appeal along with the necessary fee with the Community Development Department within fifteen (15) days following the date of the decision.
2. For appeals of a Hearing Examiner Decision, the project appellant, the project applicant or any person who participated in the public hearing may file a written appeal along with the necessary fee with the Community Development Department within fifteen (15) calendar days of the date of the recommendation or decision of the matter being appealed.

**Please provide on a separate sheet of paper statements to the following questions. The appellant shall bear the burden of proving the decision was wrong.**

1. Please state the facts demonstrating how you are adversely affected by the decision.
2. Please provide a concise statement identifying each alleged error and how the decision has failed to meet the applicable decision criteria.
3. Please state the specific relief requested.
4. Please provide a written statement of the findings of fact or conclusions (as outlined in the decision) which are being appealed.
5. Open record appeals may include any information you think is pertinent.