



Application
ADMINISTRATIVE APPEAL

Project Information:

Name of Project Being Appealed:

File Number(s) Being Appealed:

Date of Decision Being Appealed:

Applicant/Appellant:

Name:

Phone:

Address:

City, State, Zip:

E-Mail Address:

Notices:

1. **Procedure:** The procedures for an appeal are outlined in the Chapter 14.120 of the Bonney Lake Municipal Code. Appeals may be submitted to the Public Services Department located at the Justice and Municipal Center, 9002 Main St. E. Suite 300.
2. **LUPA:** Appeals of City Council and Hearing Examiner decisions may not be administratively appealed. Judicial review is available pursuant the Land Use Petition Action (LUPA) under Chapter 36.70.C of the Revised Code of Washington (RCW).
3. **Standing:** In order to appeal and administrative decision individuals must have standing to appeal. In order to have standing the individual must be and/or represent a governmental agency, non-profit agency, or individual that submitted comments during the published comment period.
4. **Timing:** A complete appeal application along with the necessary fee with must be submitted to the Public Services Department within fifteen (15) days following the date of the decision.

Certification:

I, _____, certify that the information on this application is true and correct. I also certify that I have read and understand the notices related to **Procedure, LUPA, Standing and Timing.**

Signature

Date



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SUBMITTAL REQUIREMENTS

Fee: SEPA – \$4,000
All Others – \$1,000

Standing Narrative: Provide one (1) copy of the standing narrative. The narrative must describe how the applicant (appellant) has standing to submit the appeal. (Please see front page to determine if you have standing to appeal).

Appeal Narrative: Provide one (1) copy of the appeal narrative. The appeal narrative must address all of the following:

1. State the facts demonstrating how the appellant is adversely affected by the decision.
2. Provide a concise statement identifying each alleged error and how the decision has failed to meet the applicable decision criteria.
3. State the specific relief requested.
4. 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 the appellant think is pertinent.