



Submittal Worksheet  
**ADMINISTRATIVE APPEAL**

**WHAT IS THE PURPOSE OF THIS WORKSHEET?**

*This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.*

**DIGITAL SUBMITTAL REQUIRED**

*The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.*

**Administrative Appeal Application:** The Administrative Appeal Application needs to be signed to certify the applicant is aware of procedures, LUPA, Standing, and Timing related to this permit type.

**Fee:** SEPA - \$4,000  
All Others - \$1,000

**Standing Narrative:** This narrative must describe how the applicant (appellant) has standing to submit the appeal. In order to have standing the applicant must be and/or represent a government agency, non-profit agency, or an individual that submitted comments during the published comment period.

**Appeal Narrative:** This narrative must address all of the following:

1. State the facts which demonstrate how the appellant is adversely affected by the decision.
2. Provide a written statement of the findings of fact or conclusions (as outlined in the decision) which are being appealed.
3. Provide a concise statement identifying each alleged error and how the issued decision has failed to meet the applicable decision criteria.
4. State the specific relief requested.

## ADMINISTRATIVE APPEAL

5. Open record appeals may include any information the appellant thinks is pertinent.