



APPEAL OF AN ADMINISTRATIVE DECISION CHECKLIST

In order to be considered timely, Appeals of an Administrative Decision shall be filed to the Community Planning & Development within fourteen (14) days after the date of decision or if this is an Appeal of a land use approval combined with environmental threshold determinations then those shall be filed within twenty-one (21) days of the decision was issued.

Appeals are considered pursuant to the authority and provisions of Olympia Municipal Code 18.75.020 and 18.75.040

Filing fee: \$ 1000.00 fee is required to be paid BEFORE the appeal deadline in order for the application to be considered complete.

For Impact Fee Appeals only, a deposit of \$ 500.00 is required. Please note that all hearing examiner costs are paid by the appellant for these cases. Additional billing after the hearing has been held maybe necessary.

The following information will need to be gathered prior to applying for an appeal of an administrative decision to the Hearing Examiner:

1. Appellant Information - name and contact information (phone, email, address).
2. Representative or Attorney - name and contact information (phone, email, address).
3. Is this an appeal of a building permit, land use decision, SEPA Determination, Impact Fee or other?
4. Decision Information – Case Name, Case Address, Case Number, Name of the person who made the decision and Date of Decision.
5. If applicable, provide the name(s) of the other parties notified of this appeal.

The following required **documents** will need to be **uploaded** after the application has been submitted:

1. ***Appellant Statement Document***. You will need to respond and answer the following in a submittal document:
 - a. Please describe how you are or are likely to be harmed by the decision you are appealing.
 - b. Please describe how and why you believe the city staff erred.
 - c. Remedy or Relief Sought. Describe the action you wish the Hearing Examiner to take if you are successful on the appeal and how this action would eliminate or reduce harm to you.
2. ***Copy of Decision*** being appealed. (optional document)

3. ***Other document(s)***. Any other documents that you wish to provide. (optional document)

** Without the required documents and payment of fees, the appeal is not valid. Applications are cancelled after 48 hours or the appeal deadline has passed for failure to pay fees and upload appropriate documents.