



# APPEAL FROM ADMINISTRATIVE DECISION

The Board of Adjustment shall have the authority to hear and decide appeals by any aggrieved person where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of these standards and regulations. Only those provisions relating to the administration of these standards and regulations, the interpretation of performance and design standards, or zone district regulations and standards may be appealed to the Board of Adjustment. An alleged error in the interpretation and administration of any subdivision standards or regulations, or the administration and interpretation of any engineering design and construction standards may not be appealed to the Board of Adjustment but must be appealed to the Board of County Commissioners.

Please include this page with your submittal. More information about checklist items can be found on pages 2-3.

Development Application Form

Written Explanation

Legal Description

Application Fees	Amount	Due
Appeal from Administrative Decision	\$1,000	After Complete Application Received

## **Appeal from Administrative Decision - Guide to Development Application Submittal**

All applications shall be emailed to [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org). If the submittal is too large to email as an attachment, the application may be sent as an unlocked MS OneDrive link. Alternatively, the application may be delivered on a flash drive to the Community & Economic Development Department. Once a complete application has been received, fees will be invoiced and payable online at [www.permits.adcogov.org](http://www.permits.adcogov.org).

### **Written Explanation of the Project:**

- A clear and concise description of the proposal. Please include timeframe, purpose of project, and improvements that will be made to the site;
- Include applicable Section of the County's Development Standards and Regulations and justification to support alternative interpretation of the regulations.

### **Legal Description:**

- Geographical description used to locate and identify a property;
- Visit <http://gisapp.adcogov.org/quicksearch/> to find the legal description for your property.

### **Proof of Ownership:**

- A deed may be found in the Office of the Clerk and Recorder;
- A title commitment is prepared by a professional title company.



**PROJECT NAME:**

**APPLICANT**

Name(s):  Phone #:   
Address:   
City, State, Zip:   
2nd Phone #:  Email:

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**OWNER**

Name(s):  Phone #:   
Address:   
City, State, Zip:   
2nd Phone #:  Email:

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**TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)**

Name:  Phone #:   
Address:   
City, State, Zip:   
2nd Phone #:  Email:

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## DESCRIPTION OF SITE

Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Area (acres or square feet):	<input type="text"/>
Tax Assessor Parcel Number	<input type="text"/>
Existing Zoning:	<input type="text"/>
Existing Land Use:	<input type="text"/>
Proposed Land Use:	<input type="text"/>

Have you attended a Conceptual Review? YES ☐ NO ☐

If Yes, please list PRE#:

I hereby certify that I am making this application as owner of the above-described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:	<input type="text"/>	Date:	<input type="text"/>
Owner's Printed Name			
Name:	<input type="text"/>		
Owner's Signature			