

Application for an Appeal of Decision

In order to expedite the process, please read carefully and submit the required information and documents.

Please submit all required materials to the Pend Oreille County Community Development Department.

General Information

In Pend Oreille County, each building and land use permit or action is categorized as Class 1-4. This application is specifically to appeal decisions made by the Planning Director (Community Development Department) and the Planning Commission; or Class 1, 1B, and 2 permits and actions.

- ◆ Class 1B decisions are decided upon by both the Planning Director and the Washington State Department of Ecology. **This application can be used to appeal the Planning Director’s decision, but not the Department of Ecology’s.**
- ◆ Appeals of the decisions made by Community Development are heard by the Planning Commission.
- ◆ Appeals of decisions made by the Planning Commission are heard by the Hearing Examiner.
- ◆ You have 14 days from the date of the decision to file an appeal. If the 14th day falls on a weekend or holiday the deadline will be extended to the next business day
- ◆ Except for appeal of SEPA Determination of Significance, no more than one open record meeting or no more than one closed record appeal may occur on a single permit application or master application.

Class of Review	Types of Permit/Actions	Decision Maker	Appellate Body
CLASS 1	<ul style="list-style-type: none"> • Building Permits • Certificates of Occupancy • Boundary Line Adjustments • Shoreline Authorizations • Short Plat Approval • Forest Practices Act Permits • Conditional Use Permits • Notice of Violation or Stop Work Orders • Clearing and Grading Permits • Code Interpretations • SEPA Actions • Special Use Permits • Large Lot Segregation • Flood Plain Dev. Permits 	Planning Director	Planning Commission
CLASS 1B	<ul style="list-style-type: none"> • Shoreline Variances • Shoreline Conditional Use permits 	Planning Director & Dept. of Ecology	Planning Commission
CLASS 2	<ul style="list-style-type: none"> • RV Parks/RV Resorts • Preliminary Plat Approval • Shoreline Substantial Development Permits • Preliminary Master Planned Development Approval • Preliminary Binding Site Plan Approval 	Planning Commission	Hearing Examiner



Located at: 625 West 4th Street

Newport, WA 99156

Mail to: PO Box 5066

Newport, WA 99156

Phone: 509-447-4821

Fax: 509-447-5890

Visit us online at

Pendoreilleco.org

Contact Information

Applicant: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email address: _____

Decision Being Appealed

What kind of decision is being appealed?

Planning Director (Community Development)

Planning Commission

Parcel number of the affected property: _____

Application number: _____

Please State Why This Decision is Being Appealed?

The above information is correct to the best of my knowledge.

Signature: _____ Date: _____