

To: **Planning Commission of the City of Hermiston**

NOTICE OF APPEAL

1. Title of the decision to be reviewed:

2. Date of decision: _____

3. State of Interest of person seeking review and that he/she was a party to initial proceedings:

4. Specific grounds for review. State clearly and separately:

Date: _____

Signature

Printed Name

Mailing Address

Telephone Number: _____

Staff Initials: _____

Date Application fee Paid: _____

Receipt #: _____

APPLICATION FEE OF \$250 TO BE PAID ON FILING
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*****Instructions on Next Page *****

INSTRUCTIONS

1. Usually Title appears on the Notice of Decision and right of appeal (e.g. "Conditional use at West Park School")
2. Date of Notice (as in #1 above)
3. For example: Neighbor, resident of the city with special interest in subject matter
4. Grounds

Procedure:

Planning Commission

- a. Did not follow rules of order
- b. Commissioner was biased

Substance:

- a. Wrong reasons were reached in reaching decision
- b. Criteria for allowing permit not supported by facts in that ...
- c. Conditions imposed will not correct the problem of ...

These ideas are merely suggestions. No hard, fast formalities need be followed; however, your reasons for appeal must be understandable. This will allow the city council to be prepared at the time your appeal is heard.

Expenses: Out-of-pocket costs are for postage to mail notice to affected parties and publishing notice in the local newspaper. You will be billed or refunded, depending on actual costs.