



## PLANNING + NEIGHBORHOOD SERVICES

### Land Use Review

Appeal of an Administrative Decision to City Planning Commission

### Appeal of an Administrative Decision to City Planning Commission

Complete this form if you are appealing an **Administrative Decision** to City Planning Commission.

#### Appellant Contact Information

Name of Appellant

Phone Number

Address (Include City, State, ZIP)

Email

#### Project Information

Project Name

Site Address (TSN if not yet addressed)

Type of Application Being Appealed

All File Numbers Associated with the Application

Project Planner's Name

Hearing Date

Item Number on Agenda

#### Appellant Authorization

The signature(s) below certifies that I (we) is(are) the authorized appellant and that the information provided on this form is in all respects true and accurate to the best of my (our) knowledge and belief. I(we) familiarized myself(ourselves) with the rules, regulations and procedures with respect to preparing and filing this petition. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval.

Signature of Appellant

Date



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### Appeal Submittal Should Include:

#### All Items Are Required

- Completed Appeal Form (this document).
- Evidence of “Affected Party” Status – check the box below and provide justification for the chosen box.
- Notice of Appeal (see requirements on page 3 of this document).
- \$176 check payable to the City of Colorado Springs.

Submit all 4 items above to into the Accela review system - <https://aca-prod.accela.com/COSPRINGS/Default.aspx>.

Appeals are accepted for 10 days after a decision has been made. Submittals must be received no later than 5pm MST on the due date of the appeal. Incomplete submittals and / or submittals received after 5pm or outside of the 10-day window will not be accepted. If the due date for the submittal falls on a weekend or federal holiday, the deadline is extended to the following business day at 5 pm MST.

If you need additional assistance with this application, please call the Land Use Review front desk at (719) 385-5905.

### Affected Party Status

Please indicate, per UDC Subsection 7.5.415.A(1)(a) (Right to Appeal), which of the definitions of “Affected Party” that applies to the Appellant.

- (1) The applicant for the decision being appealed;
- (2) The owner or tenant of a lot or parcel of land located within one thousand (1,000) feet of the subject lot; or
- (3) Any owner or tenant of a lot or parcel of land located within three (3) miles of the subject property who has preserved standing by:
  - (a) Testifying at the public hearing on the application;
  - (b) Submitting written comments prior to the public hearing on the application; or
  - (c) In the case of applications approved by the Manager or an administrative official, submitting written comments to the Manager or administrative official during the comment period before the Manager or administrative official's action.



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#### **Notice of Appeal**

##### **The Notice of Appeal Shall State:**

- (1) The specific provision(s) of this UDC that is the basis of the appeal;
- (2) Which of the following criteria for reversal or modification of the decision is applicable to the appeal:
  - (a) The decision is contrary to the express language of this UDC;
  - (b) The decision is erroneous; or
  - (c) The decision is clearly contrary to law; and
- (3) Describe how the criteria for the relevant application have or have not been met.