



# APPEAL CHECKLIST (ACC 8-7-7)

An Appeal Request requires a public hearing

## GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	<b>MASTER APPLICATION FORM</b>	
	<b>DETAILED LETTER</b> by the applicant fully describing the request or project and addressing the following:	
	Reason for the Appeal. Be Specific.	
	File number of the original application:	
	Date of the written decision that is being appealed: <b>*Must be filed within fifteen (15) days after the date of the written decision.</b>	
	Who's decision is the appeal: DIRECTOR <input type="checkbox"/> COMMISSION <input type="checkbox"/>	
	<b>SUPPORTING MATERIALS.</b> Include literature, studies, maps, displays, graphics, etc. in support of the appeal request.	
	<b>DEMONSTRATE</b> that the applicant is an affected person. <a href="#">See Idaho Code 67-6521 (1)(a).</a>	
	<b>MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)</b>	

	<b>APPLICATION FEE: \$350</b> <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning &amp; Zoning Applications and Fees.</i>	
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Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.