



# APPEAL SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES**

Applicant  
Use

STAFF  
USE

- Date of pre-application meeting: \_\_\_\_\_  
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Please complete the data tables below.

STATEMENT OF APPEAL
<p>I (we) _____, hereby appeal the decision of the City of Eagle: <input type="checkbox"/> Building Official <input type="checkbox"/> Zoning Administrator to the Eagle City Council in accordance with Eagle City Code 8-7-4-1-A.</p>
SPECIFIC ACTION BEING APPEALED
<p><b>Please describe the specific action that is being appealed:</b></p>   
GROUNDS FOR APPEAL
1.
2.
3.
4.

- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- Any additional information to aid in understanding the project.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.

\*Note: Attach additional sheets if needed -or- you may submit a separate justification letter identifying the grounds for appeal.

## ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature