



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</p> <p>to the Eagle City Council in accordance with Eagle City Code 8-7-4-1-A.</p>
SPECIFIC ACTION BEING APPEALED
<p>Please describe the specific action that is being appealed:</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