



LAND MANAGEMENT DIVISION

APPEAL OF A DIRECTOR'S DECISION  
ON THE RECORD

PUBLIC WORKS DEPARTMENT 125 E 8<sup>th</sup> AVENUE, EUGENE OR 97401 Planning: 682-380

For Office Use Only. FILE #	CODE: HORECORD	FEE: \$2,185.00
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Appellant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Appellant's Representative : \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Required submittals. Your appeal application will be rejected if it does not contain all the required information.**

1. A copy of the decision being appealed, with the department file number: \_\_\_\_\_
2. The \$2,185.00 appeal fee, payable to Lane County.
3. The appeal deadline, as stated in the Director's Decision: \_\_\_\_\_
4. Check one of the items below to identify your party status with the right to appeal the Director's decision:
  - I am the owner or contract purchaser of the subject property;
  - I am the applicant for the subject application;
  - Prior to the decision by the Director, I submitted written testimony into the record
  - I am not one of the persons mentioned above, but wish to appeal the Director's decision for the reasons explained in my letter.
5. A letter that addresses each of the following three standards:
  - a. The reason(s) why the Director's decision was made in error or why the Director should reconsider the decision;
  - b. An identification of one or more of the following general reasons for the appeal, or request for reconsideration:
    - The Director exceeded his or her authority;
    - The Director failed to follow the procedure applicable to the matter;
    - The Director rendered a decision that is unconstitutional;
    - The Director misinterpreted the Lane Code, Lane Manual, State Law, or other applicable criteria.
  - c. The Director should reconsider the decision to allow the submittal for additional evidence not in the record that addresses compliance with the applicable standards or criteria.
6. Any additional information in support of your appeal.