



Land Use Appeal

An appeal means a request for a review of the decision-making authority's action on an application or interpretation. Carlton Development Code Section 17.204* describes the provisions to appeal a decision by the City Manager or Planning Commission on a Type I or Type II land use action. A land use decision made by the City Council is the city's final decision on an application, unless it is appealed to the Land Use Board of Appeals (LUBA) within 21 days of the final written notice of decision.

An appeal of a Type I or Type II application stays the proceedings in the matter appealed until the determination of the appeal.

Type I Appeal

An aggrieved party may appeal the City Manager's decision on a Type I land use action to the Planning Commission. To request an appeal of a Type I land use action, the aggrieved party shall submit a notice of appeal to the city within 12 days of the final written notice (see Form of Appeal below). The City Council, on its own motion, may also order review of the decision within ten (10) days of initial action.

Type II Appeal

An aggrieved party may appeal a decision made by the Planning Commission to the City Council. A notice of appeal from an aggrieved party must be received by the city within twelve (12) days of the final written notice (see Form of Appeal below). The City Council, on its own motion, may also order a review of the decision within ten (10) days of initial action.

Form of Appeal

To request an appeal of a Type I or Type II decision, there shall be submitted to the City Recorder:

___ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. The application shall state the alleged errors in the City Manager or Planning Commission action. Copies must be clear and legible.

___ Appeal filing fee

Appeal of Land Use Decision

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Appellant: Name _____

Mailing Address _____

Phone _____

Land Use Docket Number: _____

Date of Initial Decision: _____

Please state the specific grounds relied upon for appeal.

Appellant's Signature

Date

Appeal Hearing Date: _____

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date