

NOTICE of APPEAL is regulated by *SMC 20.10.080*. To submit an appeal identify the decision being appealed, the alleged errors, specific reasons why the decision should be reversed or modified, the harm suffered or anticipated by the appellant, and relief sought.

The appeal, along with a \$250.00 filing fee, must be submitted to the City Community Development Department within 21 calendar days from the date of issuance of the decision.



HELPFUL HINTS

- ◆ *There is a 21 day appeal period from the date of issuance of the hearing examiners decision. Be sure to look for the appeal period to know the last day to file an appeal.*
- ◆ *An appeal must be submitted by 5:00 PM on the last day of the appeal period.*
- ◆ *The proper appeal fee must be submitted with an appeal.*
- ◆ *The preferred method of payment for filing is by check. No credit cards are accepted.*
- ◆ *The appeal process generally involves a prehearing conference followed by a public hearing per SMC 20.10.150 and 20.10.170.*
- ◆ *You must specify what your are appealing and why. Remember there could be more than one decision associated with a land use application, i.e., a land use decision and SEPA threshold determination.*
- ◆ *Be patient. The appeal process can be lengthy, i.e., scheduling a hearing date and awaiting a decision.*
- ◆ *For more information you may contact the city at (425) 295-0512 or review SMC Chapters 20.05 and 20.10 on the city's website, www.ci.sammamish.wa.us; click Municipal Code.*



DISCLAIMER:

This information is provided as a courtesy. It is the ultimate responsibility of the appellant to comply with all legal requirements for the filing of an appeal.