



Appeal of a Decision of an Administrative Official

This document is intended to assist in the submittal of an appeal of an administrative decision on a Type 2 land use decision, street variation, or other administrative decision as provided in the Sammamish Municipal Code (“SMC”). Additional information regarding appeals may be found in the SMC Title 20, which is available on the city’s website at www.sammamish.us. Copies of the SMC and the Hearing Examiner’s Rules of Procedures are also available at Sammamish City Hall for review.

PLEASE NOTE:

- *Appeal fee is due upon submittal of the Appeal.*
- *Submit three (3) copies of all Appeal documents.*
- *Appeals should be filed with the Hearing Examiner’s Assistant*

Location: _____

Appellant’s Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Decision being appealed (File No. & project or applicant name):

Date of Decision: _____

Would you be interested in mediation as provided for in SMC 20.05.120?

Yes No

What is the basis for the Appeal:

<p><i>Office Use Only</i></p> <p>Received by: _____</p> <p>Fee Paid: \$ _____ Cash <input type="checkbox"/> Check <input type="checkbox"/></p>	<p><i>Date Stamp</i></p>
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What are the regulations you believe have not been followed or correctly interpreted?

What remedy or relief are you seeking through the Appeal?

Signature of Appellant

Date

Print _____

CITIZEN GUIDE INFORMATION

Administrative Appeals in Sammamish Overview:

The City of Sammamish issues a variety of decisions that are subject to an administrative appeal process. Generally decisions that have an administrative appeal process include all identified type 2 land use decisions¹, street variations, and some code compliance actions. An “administrative appeal” is an appeal to a Hearing Examiner, who conducts a hearing to review the city’s decision and determine if it should be upheld, modified, or rejected.

Process:

The following is intended to summarize the administrative appeal process that is further explained in Title 20 of the Sammamish Municipal Code and the Sammamish Hearing Examiner Rules of Procedure.

1. File an Appeal: To file an appeal, an appellant (the person filing the appeal) should complete the attached form and pay the applicable appeal fee. The appeal must be filed with the Hearing Examiner’s assistant at the City no later than the close of business on the last day of the appeal period.
2. Pre-hearing Conference: Once an appeal has been filed, the appellant, the applicant (the person who filed the application being appealed), and the city have the option of requesting that the Hearing Examiner schedule a pre-hearing conference. More information on the pre-hearing conference can be found in Chapter 20.10 SMC and the Hearing Examiner’s Rules of Procedure. In most appeals, the prehearing conference will address how and when the parties will file additional documents in advance of the hearing for the Hearing Examiner’s review.
3. Hearing: The Hearing Examiner will preside over the hearing and will set the order of testimony by the city, applicant, appellant, and public (if applicable). An audio recording is normally made during the hearing for later reference if needed.
4. Hearing Examiner’s Decision: The Hearing Examiner will issue a decision on most appeals within 2 weeks of the hearing date. The decision will identify findings of fact, conclusions of law, and will decide whether the city’s decision will be upheld, reversed, or specify any modifications to the administrative decision.

¹ Type 2 decisions are identified in SMC 20.05.020 and include the following: Short plat; road variance decisions rendered in conjunction with a short plat decision; zoning variance; conditional use permit; shoreline substantial development permits (SSDPs); procedural and substantive SEPA decision; site development permit; approval of residential density incentives; reuse of public schools; reasonable use exceptions under SMC 21A.50.070(2); preliminary determinations under SMC 20.05.030(3); critical areas exceptions and decisions to require studies or to approve, condition or deny a development proposal based on the requirements of Chapter 21A.50 SMC; binding site plan; and unified zone development plan under Chapter 21B.95 SMC.