



APPEAL WORKSHEET & INFORMATION

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

A party of record may formally question staff determinations and recommendations if they believe those decisions were made in error.

The Hearings Examiner will hear appeals of administrative staff decisions including project permit application decisions and environmental determinations. Every appeal to the Hearings Examiner of an administrative interpretation or administrative permit decision shall be filed in writing with the Community Development Director within ten (10) calendar days from the date of the interpretation or decision regarding the matter being appealed.

Any party of record that feels aggrieved by an administrative decision of the City may submit an appeal. The term "Party of Record" shall mean:

1. The applicant
2. Any person that testified at an open record hearing on the application or matter
3. Any person who submitted written comments concerning the application at or prior to an open record public hearing (excluding persons who have only signed petitions or mechanically produced form letters) and
4. Any person aggrieved by an administrative interpretation or administrative permit decision issues under the provisions of FMC 14.03.030

Every appeal to the Hearings Examiner of an administrative interpretation or administrative Permit decision shall be filed in writing with the Community Development Director within ten (10) calendar days from the date of the interpretation or decision regarding the matter being appealed. The appeal form can be found on the reverse side of this sheet.



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1. Please describe the decision being appealed, including the permit number (if applicable), the date of original decision, and the nature of the decision:

2. Appellant names and addresses:

3. List and describe the specific reasons why the appellant believes the decision to be wrong. *Note:* the appellant shall bear the burden of proving the decision was wrong. Attach additional pages as necessary. Cite any applicable code sections for reference. Simple disagreement with the decision or dislike of a project shall not be considered a valid basis for overturning a decision.

4. Describe the desired outcome or changes to the decision that would satisfy the appellant.



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SUBMITTAL REQUIREMENTS:

- Master Application Form
- Appeal Worksheet
- Application Fee
- Notarized signatures of consent of interest holders, if applicable
- Existing site plan showing any natural features, including topography, drainage patterns, streams, ponds, and wetlands
- County Assessor's map showing parcel numbers, owners, and contiguous property