



**CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION**

806 WEST MAIN STREET | MONROE, WA 98272
Permit Center – (360) 863-4501 | www.monroewa.gov

**APPEALS FOR ADMINISTRATIVE
APPROVALS / INTERPRETATIONS**

MMC CHAPTER 22.84.080

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST

- APPLICATION FORM (ATTACHED)** A completed and signed Permit Application stating the following:
 - The appellant's description of his or her standing to appeal;
 - Identification of the application which is the subject of the appeal;
 - Appellant's statement of grounds for appeal and the facts upon which the appeal is based;
 - The relief sought;
 - A statement that the appellant has read the appeal and believes the contents to be true, signed by the appellant.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.

22.84.080 Appeals.

A. General Provisions.

1. Standing to Initiate Appeal. Only parties of record have standing to appeal the decision maker's decision.
2. Consolidation of Appeals. All appeals of project permit application decisions, other than an appeal of determination of significance (DS), shall be considered together in a consolidated appeal. If an



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appeal of a SEPA threshold determination is filed and action on the project permit involves a predecision hearing, the appeal hearing and predecision hearing shall be combined.

3. Time to File.

a. **Administrative Appeal.** An appeal of the decision, together with the appeal fee, must be received at City Hall before 5:00 p.m. on the last business day of the appeal period.

b. **Judicial Appeal.** Judicial appeals shall be filed in Snohomish County Superior Court by filing a land use petition within 21 days pursuant to Chapter 36.70C RCW, or in the case of a shoreline permit, to the Shoreline Hearings Board pursuant to RCW 90.58.140.

c. **Computation of Time.** For the purposes of computing the time for filing an appeal, the day the decision maker's decision is rendered shall not be included. The last day of the appeal period shall be included unless it is a Saturday, Sunday, or a day designated by RCW 1.16.050 or by the City's ordinances as a legal holiday, then that day also is excluded and the filing must be completed by 5:00 p.m. on the next business day.

B. Administrative Appeals. Applicants or parties of record may appeal administrative approvals in writing to the appeal authority specified in Table 22.84.060(B)(2): Decision-Making and Appeal Authorities within fourteen (14) calendar days of the decision at an open record hearing.

Table 22.84.060(B)(2): Decision-Making and Appeal Authorities

	Type I	Type II	Type III	Type IV
Final Decision Authority	Zoning Administrator	Zoning Administrator	Hearing Examiner	City Council
Recommending Authority	N/A	N/A	Zoning Administrator	Planning Commission
Appeal Authority	Hearing Examiner	Hearing Examiner	Snohomish County Superior Court, Shoreline Hearings Board	Snohomish County Superior Court, Growth Management Hearings Board



COMMUNITY DEVELOPMENT

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
Permit #(s) _____

APPEAL FOR ADMINISTRATIVE APPROVALS / INTERPRETATIONS

APPEAL – The appellant must submit an appeal within **fourteen (14) calendar days** of the decision or interpretation date.

DATE AND TIME OF SUBMITTAL: _____

APPEAL OF ADMINISTRATIVE APPROVALS *OR* ADMINISTRATIVE INTERPRETATIONS

- Appellant’s description of his or her standing to appeal;

- Identification of the application which is the subject of the appeal;

- Appellant’s statement of grounds for appeal and the facts upon which the appeal is based;

- The relief sought;

- A statement that the appellant has read the appeal and believes the contents to be true, signed by the applicant.

PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

APPELLANT(S) / PETITIONER(S) INFORMATION

(If more than one person, attach information on separate sheet.)

PRINTED NAME: _____

SIGNATURE: _____ **E-MAIL:** _____

ADDRESS: _____

PHONE: _____ **CELL #:** _____