



# Burien

Washington, USA

## Appeal Application

400 SW 152<sup>nd</sup> Street, Suite 300 Burien, WA 98166  
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www.burienwa.gov

File Number _____
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### NOTICE OF APPEAL

**APPELLANT INFORMATION (Please list all additional appellants, with mailing addresses and signatures on an additional sheet)**

Name:	Daytime Phone:
Mailing Address:	E-mail:

1. FACTS DEMONSTRATING THAT THE PERSON IS ADVERSELY AFFECTED BY THE DECISION: (For questions 1-4, use additional sheets if necessary)
2. A CONCISE STATEMENT IDENTIFYING THE SPECIFIC FINDINGS OF FACT OR CONCLUSIONS WHICH ARE BEING APPEALED:
3. THE SPECIFIC RELIEF REQUESTED:
4. ANY OTHER INFORMATION REASONABLY NECESSARY TO MAKE A DECISION ON THE APPEAL:

**SIGNATURE** (Only one appellant must sign below)

I, \_\_\_\_\_ declare under penalty of perjury the truth of the matters stated in the appeal.

Dated : \_\_\_\_\_ Signature : \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington

residing at \_\_\_\_\_.

**FOR STAFF USE ONLY:**

File No.: _____	Date & Time Received: _____	Received By: _____	Receipt No.: _____
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This informational handout addresses filing of appeals of Type 1 and 2 decisions. If you are interested in filing an appeal, you should also obtain a copy of the applicable City regulations relating to appeals.

**WHO CAN FILE AN APPEAL?** Only “parties of record” may appeal the decision. A party of record is the applicant, agent, property owner, and anyone who submitted written comments on the application to the decisionmaker during the public comment period.

**WHAT IS THE DEADLINE FOR FILING AN APPEAL?** A complete appeal statement and filing fee must be submitted to the City Clerk no later than 5:00 p.m. on the date indicated on the Notice of Decision (either 14 or 21 calendar days after issuance of the Notice of Decision, depending on the type of SEPA Determination that was issued for the proposal, if any).

**WHAT MUST BE FILED FOR AN APPEAL?**

A. A written statement setting forth:

1. Facts demonstrating that the person is adversely affected by the decision;
2. A concise statement identifying the specific findings of fact or conclusions which are being appealed;
3. The specific relief requested; and
4. Any other information reasonably necessary to make a decision on the appeal.

B. Current filing fee.

**APPEAL HEARING—TYPE 1 DECISION:** If a Type 1 decision is appealed, an open record appeal hearing before the Hearing Examiner will be set and notice of the hearing shall be mailed to all parties of record.

**APPEAL HEARING—TYPE 2 DECISION:** If a Type 2 decision is appealed, a closed record appeal hearing before the City Council will be set and notice of the hearing shall be mailed to all parties of record.