

**CITY OF DEER PARK
DEER PARK MUNICIPAL CODE TITLE 19**

NOTICE OF APPEAL

Date Received: _____ File Number: _____
Date Accepted: _____ By: _____
Total Fees: _____ Receipt Number: _____

A. NOTICE TO APPELLANT (Please Read Carefully):

1. This form must be prepared and filed with the City within fifteen (15) days from the date of issuance of the Notice of Decision being appealed (see the City's "Integrated Project Review" regulations in DPMC Title 19).
2. Every question must be answered. If a particular question does not apply, you must answer "does not apply" or "not applicable" or words to that effect.
3. Failure to properly fill out this notice or failure to make a sufficient statement of a case in this notice, even if you may have valid and sound grounds for appeal, may cause your appeal to be dismissed.
4. Attach additional sheets, as necessary, for long answers.

B. APPEAL BACKGROUND INFORMATION

Name of Appellant: _____
Mailing Address: _____
Phone: _____ Fax: _____

1. State the name or title of the City official or decision-making body who rendered the decision you are appealing: _____

2. Did you present written and/or verbal testimony before the City official or decision-making body prior to the decision on this matter being issued? ___ Yes; ___ No. If "Yes", explain or attach what was presented, and if "No", explain why not: _____

3. Were you given or mailed the Notice of Decision? ____ Yes; ____ No. If "Yes", indicate the date you received the Notice of Decision: _____. If "No", explain and indicate if you later obtained a copy of the Notice of Decision: _____

4. State, generally, what kind of permit, ruling, determination, or other action was the basis for the decision from which this appeal is taken: _____

5. State the specific permission or relief that was originally sought from the City official or decision-making body: _____

6. Were you the applicant for the specific permission or relief reference in No. 5? ____ Yes; ____ No. If "No", explain your relationship to the permission or relief at issue: _____

7. Does the decision being appealed involve real property? ____ Yes; ____ No. If "Yes", give the address, tax parcel number, and legal description of the property affected, and explain your ownership or other interest in the property affected: _____

C. GROUNDS FOR APPEAL INFORMATION

1. Do you contend that there was a violation of a specific provision of law which forms the basis for this appeal? ____ Yes; ____ No. If "Yes", state each provision of law you contend was violated: _____

2. Do you contend that the City official or decision-making body who rendered the decision exceeded its authority by virtue of any of the provisions of law noted in the preceding question? ____ Yes; ____ No. If "Yes", indicate which provisions and state specifically each act which was in excess of authority: _____

3. Do you contend that the City official or decision-making body who rendered the decision failed to fulfill a mandatory duty by any provision of law given in answer to Question 1 of this Section? ____ Yes; ____ No. If "Yes", indicate which provision(s) and state the specific duty or duties which the decision-making official or body failed to exercise: _____

4. Do you contend that the City official or decision-making body who rendered the decision refused to hear or consider certain facts before rendering the decision? ____ Yes; ____ No. If "Yes", state each such fact and for each fact, state how it should have changed the action, determination, or ruling: _____

5. Do you contend that evidence before the City official or decision-making body who rendered the decision was insufficient or inadequate to support the action, determination, or ruling, or any specific finding in support thereof? ____ Yes; ____ No. If "Yes", state what evidence was necessary but lacking: _____

6. Do you contend that you have new evidence of material facts not previously presented which, if considered, should change the action, determination, or ruling? ____ Yes; ____ No. If "Yes", state each new material fact not previously presented to the City official or decision-making body, and for each fact, state why it was not available or with the exercise of reasonable diligence could not have been discovered and presented previously by the appellant: _____

D. APPELLANT AUTHORIZATION

I, the undersigned, swear or affirm, under penalty of perjury, that the above responses are made truthfully and to the best of my knowledge.

Appellant's Signature: _____

Appellant's Name (Print): _____

Date: _____