



Project No. _____
Appeal Sequence No. _____

APPEAL OF AN ADMINISTRATIVE DECISION

TO THE THURSTON COUNTY HEARING EXAMINER COMES NOW _____
 on this ____ day of _____ 20__, as an APPELLANT in the matter of an administrative decision rendered
 on _____ 20__, by _____, relating to

THE APPELLANT, after review and consideration of the reasons given by the administrative official for his/her decision, does now, give written notice of APPEAL to the Hearing Examiner of said decision under the provision(s) of the ordinances marked below.

- | | |
|--|---|
| <input type="checkbox"/> 17.09.160 SEPA | <input type="checkbox"/> 18.10.070 PLATTING & SUBDIVISION |
| <input type="checkbox"/> 17.15.410 AG ACTIVITIES, CRITICAL AREAS | <input type="checkbox"/> 19.12.010 SHORELINE PROGRAM |
| <input type="checkbox"/> 20.60.060 ZONING | <input type="checkbox"/> 21.81.070 LACEY UGA ZONING |
| <input type="checkbox"/> 22.62.050 TUMWATER UGA ZONING | <input type="checkbox"/> 23.72.190 OLYMPIA UGA ZONING |
| <input type="checkbox"/> 24.05.050 CRITICAL AREAS | <input type="checkbox"/> 14.22.501 ABATEMENT OF DANGEROUS BUILDINGS |

STATE THE BASIS OF THE APPEAL AS OUTLINED IN SECTION "A" ON REVERSE SIDE OF THIS FORM.

(If more space is required, please attach additional sheet.)

AND REQUESTS that the Hearing Examiner, having responsibility for review of such decisions will upon review of the record of the matters and the allegations contained in this appeal, find in favor of the appellant and reverse the administrative decision.

 APPELLANT NAME PRINTED

 SIGNATURE OF APPELLANT

Address _____

Phone: _____

Email: _____

Please do not write below - for Staff Use Only:

Filed with Community Planning & Economic Development this _____ day of _____ 20__,
 by _____. Filing fee of \$1849.00*, receipt no. _____ by _____.

*The filing fee will cover staff time (for Planning, Environmental Health & Development Review), and Hearing Examiner time to hear the appeal and issue a decision. Additional fees will be billed if warranted.

**THURSTON COUNTY
PROCEDURE FOR APPEAL OF ADMINISTRATIVE DECISION TO HEARING EXAMINER**

NOTE: THERE MAY BE NO EX PARTE (ONE-SIDED) CONTACT OUTSIDE A PUBLIC HEARING WITH EITHER THE HEARING EXAMINER OR WITH THE BOARD OF THURSTON COUNTY COMMISSIONERS ON APPEALS (Thurston County Code, Section 2.06.030).

The following is a description of the rules of procedure for appeals before the Hearing Examiner.

A. A FILED APPEAL MUST BE IN WRITING AND CONTAIN THE FOLLOWING

1. A brief statement as to how the appellant is significantly affected by or interested in the matter appealed;
2. A brief statement of the appellant's issues on appeal, noting appellant's specific exceptions and objections to the decision or action being appealed;
3. The relief requested, such as reversal or modification.

B. PRE-HEARING CONFERENCE

1. All parties to an appeal hearing shall be prepared for a pre-hearing conference with the Thurston County Hearing Examiner. The pre-hearing conference is held to structure the scope of the hearing.
2. Pre-hearing conferences may be held by telephone conference call.
3. The Hearing Examiner shall give reasonable notice to parties of any pre-hearing conference. Notice may be written or oral.
4. All parties shall be represented at a pre-hearing conference unless they waive the right to be present or represented.
5. Following the pre-hearing conference, the Hearing Examiner may issue an order reciting the actions taken or ruling on motions made at the conference.

C. PARTIES REPRESENTATIVE REQUIRED

When a party consists of more than one individual, or is a group, organization, corporation, or other entity, the appellant shall designate an individual to be its representative, and inform the Hearing Examiner's office of the name, address and telephone number of the designated representative. The rights of such an appellant shall be exercised by the person designated as the party representative. Notice or other communication to the party representative is considered to be notice or communication to party.

D. PARTIES' RIGHTS AND RESPONSIBILITIES

1. Although Appellants and Applicants have the right to be represented by an attorney, representation by an attorney is not required. Attorney representation is not discouraged.
2. Where a party has designated a representative, the representative shall exercise the rights of the party.
3. All parties and others participating in and observing hearings shall conduct themselves with civility and deal courteously with all persons involved in the proceedings.

E. HEARING FORMAT

1. Appeal hearings, although generally informal in nature, shall have a structured format and shall be conducted in a manner deemed by the Hearing Examiner to make the relevant evidence most readily and efficiently available to the Examiner and to provide the parties a fair opportunity for hearing.
2. The order of an appeal hearing will generally be as follows:
 - a. Examiner's introductory statement;
 - b. Background presentation by Department;
 - c. Appellant's argument;
 - d. Department's presentation;
 - e. Applicant's presentation;
 - f. Rebuttal;
 - g. Closing argument of parties.

F. Hearing Examiner Decision will be issued within **ten (10) working days of the hearing unless additional time is agreed to by the parties.**