

Appeal Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

Land use decisions, whether from the Planning Director or Planning Commission, may be appealed within 15 (fifteen) days of the date the decision is reduced to writing. Appeals of the Planning Director's decision are presented to the Planning Commission while appeals of a Planning Commission decision go before the City Council. Appeals presented before either body are subject to a public hearing. Decisions by the City Council may be appealed to the Oregon Land Use Board of Appeals (LUBA) within 21 (twenty-one) days of the date written notice is mailed. Further information regarding appeals can be found in Chapter 17.72 (Applications & Review Process) of the Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Appeal application form.
- Payment of the applicable review fee.

Review Process

An application for an appeal is subject to review by the Planning Commission or City Council at a public hearing as provided in Section 17.72.130 (Public Hearing Process) of the Zoning Ordinance.



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Office Use Only:
File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Appeal Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____
 Provided testimony prior to this appeal.

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Original Application Information

File No.: _____ Review Body: _____

Decision: _____ Date of Decision: _____

Date Decision Mailed: _____ Appeal Date Deadline: _____

Description of Original Application Request: _____

Appeal of a decision made by the following review body is requested:

- PLANNING DIRECTOR (See Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance for further information.)
- PLANNING COMMISSION (See Section 17.72.180 (Appeal from Ruling of Planning Commission) of the Zoning Ordinance for further information.)

Please state in detail the basis for and issues raised in this appeal. You must identify the criteria and findings that you are appealing. Attach additional sheets as necessary. _____

In addition to this completed application, the applicant must provide the following:

- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Appellant's Signature

Date