



**NOTICE OF REVIEW
(APPEAL)**

Section 2.140 of the City of Roseburg Land Use and Development Ordinance provides strict procedures to appeal a land use decision. A Notice of Review or appeal cannot be accepted unless the Notice of Review is filed with the Community Development Director no later than fourteen (14) days after the decision or action.

The Notice of Review shall contain:

- A reference to the decision (e.g. project description referring the file number)
- A statement as to how the petitioner qualifies as a party
- The specific grounds relied on for the petition of review
- Date of the final decision or action.

Fee

The Notice of Review **shall** be accompanied by the applicable non-refundable fee:

- Director's Decision the original application fee with a maximum of \$250
- Land Use Decision is equal to one-half 1/2 the original application fee with a maximum of \$500

Procedure

A Notice of Review requires review and action by the Planning Commission via the public hearing process. A decision of the Planning Commission can be appealed to the City Council upon filing a "Notice of Review."

Type of Review

Planning Commission public hearings requires notices be mailed to all property owners within 300 feet of the subject site 20-day prior to the hearing, as well as being posted in the vicinity of the property and published in the newspaper.

Petitioner(s):*

CONTACT PERSON: (If different)

Mailing Address

Mailing Address

Phone Number: _____

Phone Number: _____

E-mail: _____

E-mail: _____

I (we) understand the Community Development Department will notify interested parties when this appeal is scheduled for consideration by the approving authority.

Signature

Date

*Use Additional sheets if needed.

FOR STAFF USE ONLY

Dated Received:	Case Planner:
File No:	Administrative:
Received By:	Planning Commission:
Fee:	DLCD Noticing: