

## Administrative Appeal Request Form







PROJECT INFORMATION	
Project Description (required):	
Site Address or Property ID (e.g. R123456) (list all taxlots):	
Permit, case, or review number of decision being a	appealed (e.g. 12-345678-LU) (required):
Adjacent building permits if included in appeal:	&
City staff involved in reviews or discussions:	
APPELLANT INFORMATION	
Appellant Name:	Appellant Company:
Appellant Phone:	Appellant Email:
Appellant Role in Project: Owner Engineer	er/Architect/Designer
I certify that the information provided on or attach and that I have the authority to sign.	ned to this application is true and accurate to the best of my knowledge
Appellant Signature:	
APPEAL DETAILS  Design Element to be Appealed  Pedestrian Corridor Configuration  Sidewalk and/or Curb Requirement	
☐ Standard Street Frontage Improvements ☐ Furnishings in ROW (signs, street lighting, etc.) ☐ Other (describe):	
Reason for Appeal  Majority of Pedestrian Corridor is built at a configuration less than the current standard and the proposed matches existing improvements (Admin Rule TRN 1.09)  Infill of single-family for three or fewer contiguous lots where the majority of lots have been developed and there is no pattern of existing sidewalks in the area (Pedestrian Design Guide A 2.3)  Right-of-Way has topographic, existing development, or natural resource constraints* (Pedestrian Design Guide A 2.2)  Existing road has no curb and it is not practicable to construct standard improvements or interim path* (Pedestrian Design Guide A 2.3)  BES stormwater or sewer requirements* (PCC Title 17.32)  Water Bureau water main relocation* (PCC Title 21)  Other (cite code or rule):  * Applicant must provide documentation that demonstrates the requirement is not practicable or infeasible  Attach any maps, drawings, plans, reports or other materials supporting this appeal and relief requested.  Number of Pages Attached (11"x17" maximum page size) (count front and back if double-sided):	
CITY STAFF USE ONLY	
Request Number:PW Received:	: / / Paid: / / Complete: / /

## **INSTRUCTIONS**

Use this form to request Public Works Administrative Appeal. A Public Works Administrative Appeal is an appeal of non-technical design elements required by the Public Works Bureaus (Water, Transportation, and Environmental Services) as a result of reviewing an application for building permit, a public works inquiry, an early assistance appointment, or a land use review. Public Works Administrative Appeals do not alter completed land use reviews and a new or amended land use review may be required to incorporate changes from a successful appeal. You are advised to discuss your case with Public Works staff before filing an appeal against a completed land use review.

Examples of requirements that can be appealed are; the requirement for or size of a dedication, the requirement for the construction of improvements, the requirement for the width or location of a sidewalk, or the requirement to relocate water and sewer mains.

Do not use this form to request design exceptions for technical requirements that are part of a public works permit. For public works design exceptions, contact Public Works Permitting at <a href="mailto:PublicWorksPermitting@portlandoregon.gov">Public Works Permitting@portlandoregon.gov</a> or (503) 823-1987. Examples of requirements not subject to a Public Works Administrative Appeal are changes in materials, thickness of materials, number of driveways, driveway location or width, and cross sections.

This form must be filled out completely. For help completing it consult the Bureau of Transportation street System & Development Review staff assigned to your project or call (503) 823-7884. The details of each design element being appealed must be included on this form to be considered. Attach any maps, drawings, plans, reports or other materials related to this appeal.

The \$250.00 fee payment and any supplemental information must be submitted with this form. Appeal requests will not be accepted as complete until the fee payment is made. Payment may be made by check or before 3:00 p.m. in-person by cash or credit/debit card.

Mail or hand-delivered appeals must be received by no later than 5:00 p.m. on Friday. In most cases, appeals submitted by these deadlines will be heard the following Wednesday. However, an appeal may be deferred for hearing at a later date due to the number of appeals scheduled for hearing, the completion of preliminary reviews by the public works bureaus, the complexity of the appeal being submitted, or other unforeseen factors. Appeal decisions are usually available the following day on <a href="http://www.portlandmaps.com">http://www.portlandmaps.com</a> by looking at "Permits/Cases" for the subject property, or by calling the Public Works Administrative Appeal support staff at (503) 823-7884.

Mail or hand-deliver appeals to:

Public Works Administrative Appeals 1900 SW 4<sup>th</sup> Avenue, Suite 5000 (5th floor) Portland, Oregon 97201

Email appeals to (appeal request form must be signed):

PWAdminAppeal@portlandoregon.gov

## **ACCESSIBILITY**

To ensure equal access, the City of Portland will make accommodations in full compliance with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, and complaints, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5<sup>th</sup> Avenue, Portland OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.