



# Public Works Appeal Request Form



## PROJECT INFORMATION (ALL INFORMATION REQUIRED)

Case number of administrative decision being reconsidered (e.g. 12-345678-LU): \_\_\_\_\_ - \_\_\_\_\_  
- attach copy of decision and all supporting information submitted

Permit, case, or review number of decision being appealed (e.g. 12-345678-LU): \_\_\_\_\_ - \_\_\_\_\_

Site Address/Property ID (e.g. R123456) (list all taxlots): \_\_\_\_\_

## APPELLANT INFORMATION

Appellant Name: \_\_\_\_\_ Appellant Company: \_\_\_\_\_

Appellant Phone: \_\_\_\_\_ Appellant Email: \_\_\_\_\_

Appellant Role in Project:  Owner  Engineer/Architect/Designer  Other: \_\_\_\_\_

**In accordance with City Code, I hereby submit an appeal for a permit decision on the grounds that I believe it is inconsistent with or contrary to City Code, rules, standards, or policy or that it has misapplied or misinterpreted City Code, rules, standards, or policy. I certify that the information provided on, or attached to, this application is true and accurate to the best of my knowledge; that I am submitting no new or additional information pertinent to the case; and that I have the authority to sign as the representative of the owner of the property affected by the decision.**

Appellant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## APPEAL DETAILS

### Design Elements to be Appealed

- |  |   |
|--|---|
| <input type="checkbox"/> Pedestrian Corridor Configuration                 | <input type="checkbox"/> Sidewalk and/or Curb Requirement |
| <input type="checkbox"/> Standard Street Frontage Improvements             | <input type="checkbox"/> Dedication(s)                    |
| <input type="checkbox"/> Furnishings in ROW (signs, street lighting, etc.) |   |
| <input type="checkbox"/> Other (describe): _____                           |   |

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**To Appellant: All requested information is to be filled out completely with as much detail as possible. Failure to do so may cause your appeal to be held over until adequate information is received. You may attach additional sheets with the required information if necessary. No new information pertaining to the decision may be submitted.**

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**1) Grounds for appeal (include PCC section, rule, standard, or policy that appellant believes conflicts with the decision):**

- 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**

**2) Explanation of conflict with decision:**

**3) Proposed Alternative Design (describe the alternate methods or materials of construction to be used or that exist; be as specific as possible):**

**4) Reason for Alternative Design (describe why the alternate is the appropriate resolution to the conflict):**

## INSTRUCTIONS

Use this form to request a Public Works Appeal. A Public Works Appeal is an appeal of non-technical decisions made by the Public Works Bureaus (Water, Transportation, and Environmental Services) as a result of reviewing an application for a public works permit, a building permit, or a land use review. Public Works Appeals do not alter completed land use reviews. You are advised to discuss your case with staff before filing an appeal against a completed land use review.

Prior to appealing a Public Works Permit decision, the applicant must have fully exhausted all available administrative remedies, including but not limited to variances, alternative methods reviews, design exceptions, special circumstance reviews, and bureau-level administrative reviews.

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 [PublicWorksPermitting@portlandoregon.gov](mailto:PublicWorksPermitting@portlandoregon.gov) 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 in completing the form, consult with the Public Works staff assigned to your project, email [PublicWorksPermitting@portlandoregon.gov](mailto:PublicWorksPermitting@portlandoregon.gov) , or call (503) 823-1987. Any details of the decision being appealed must be included on this form to be considered. Attach any previously submitted maps, drawings, plans, reports or other materials related to this appeal. **No new information pertaining to the decision may be submitted.**

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.

Mail or hand-deliver appeals to:

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

## 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.