



Administrative Policy
APPEALS
Community Development– A403

Effective Date:

1996

Revised Date:

September 2008

Appeals

Summary

The current Town of Payson Unified Development Code (UDC) adopted in 1996 provides for appeals of certain decisions made by boards and commissions. However, no specific guidelines have been established for submitting or processing appeals. This administrative policy provides guidance for processing appeals, notifying the original applicant and appellant, and other considerations.

Process

All appeals should be filed with the Community Development Department on forms provided by the Department. Appeals will be considered complete only when accompanied by supporting documentation referenced on the forms and/or in the UDC.

Within 48 hours of receiving a completed application from the appellant, the Zoning Administrator will issue a written notice to the original applicant, and others as appropriate (see below) with the following information:

1. The specific matter that is being appealed (with case #, address, project name, etc.)
2. When the appeal was filed.
3. When it will be scheduled for a public hearing with the Town Council.
4. A copy of the appeal application and any attached information describing why the appeal is being filed.

All appeals shall follow the public notice requirements for public hearings.

Notification List (minimum):

- a. The board/commission affected by the appeal.
- b. Town Manager
- c. Town Clerk
- d. Any affected town staff