



**DECISION / VIOLATION APPEAL FORM**

**Liberty Lake Community Development Department**

22710 E. Country Vista Drive, Liberty Lake WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

**Please email the following in electronic format to [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov):**

- In a separate electronic document, please list:
  - A separate and concise statement of each error alleged to have been committed.
  - A concise statement of facts upon which the appellant relies to sustain the statement of error.
  - The desired outcome or changes.
- Attach a copy of the project decision / code violation notice.
- The completed appeal application, with supporting documentation.
- The appeal fee & processing /technology fee in the amount of \$1,300.00 (payable by check or credit card), and all submittals required under the development code appeal sections must be submitted with this form by the appeal deadline.

**ATTENTION:**

Please be advised that if you file an appeal, you will be responsible for providing notification materials, the cost of mailing notices, and all Hearing Examiner Fees. The City will provide you with a public notice instruction packet, which includes all of the information you will need in order to complete this process, if a public notice is required. Please consult Liberty Lake Community Development Department for more information.

<b>Appellant's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Appellant's Agent Name (if applicable):</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Planning action being appealed:</b>	
File Number:	Parcel Number:
Description of Project / Violation:	
Date of Decision / Notice of Violation:	
Facts demonstrating appellant is part of record and has standing to bring appeal:	

Signing this application is acknowledgement of agreement to pay based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

**Required Signatures**

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described on this application.

---

**Appellant's Signature**

**Printed Name**

**Date**