

APPEAL of a Decision by the Planning and Zoning Commission or Hearing Officer

PZ-APPEAL



CAN I APPEAL A DECISION?

- Appeals are made to the Board of Supervisors after the Planning and Zoning Commission or Hearing Officer renders a decision on a case or zoning violation, respectively.
- A Planning and Zoning Commission decision may be appealed no more than 15 days after the hearing. Details on this process can be found in the [Zoning Ordinance](#) Section 5.5.
- A Hearing Officer decision may be appealed no more than 7 days after the hearing. Details on this process can be found in the [Zoning Ordinance](#) Section 5.14.C.3.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for an Appeal request.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Appeal of PZ Commission or Hearing Officer Decision,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. (An Appeal is considered a “permit” by the system.) You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. Please see the *Online Submittal Requirements* below.
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your request will be assigned to a planner who will let you know if anything else is needed to proceed and what the next steps are.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address of the case you are appealing

- **Type of Appeal** – you must select one of the following: *Conditional Use Permit appeal, Determination appeal, Design Review Overlay appeal, or Zoning Violation appeal.*

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** –typewritten, describing the case number you are appealing and reasons for appeal:
 - Why you believe the Planning and Zoning Commission should or should not make the Findings for approval for the subject case **OR**
 - Why you believe a zoning violation does or does not exist on the subject property