CITY OF SEATAC
PROCESS AND PROCEDURE FOR
ADMINISTRATIVE INTERPRETATION OR DECISION
APPEAL HEARINGS

1. To appeal an administrative interpretation or decision made by the City, the attached appeal form must be used.

2. The appeal form must be filled out completely. A complete copy of the interpretation or decision being appealed must be attached to the appeal form or the appeal will not be accepted.

3. The appeal must be filed with the City Clerk within fourteen (14) days of the date of decision or interpretation. Additionally, there is a fee required for filing the appeal, which must be paid at the time of filing. The fee is set in the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services.

4. Any additional reports, arguments, or briefs must be filed with the City Clerk within twenty-one (21) calendar days of filing the appeal.

5. Upon receipt of the appeal, the City will schedule a public appeal hearing before the Hearing Examiner. The hearing may take place 45 to 90 days after the end of the appeal period. Written notice of the date and time of the hearing shall be provided to the appellant at least thirty (30) days before the scheduled hearing date.

6. At least fourteen (14) days before the appeal hearing, the City will file a staff report providing facts and arguments in support of its interpretation or decision.

7. Two weeks prior to the hearing, a Public Hearing Appeal Notice will be posted and published in the newspaper, and adjacent property owners notified if required by City Code.

8. At the hearing, staff will present their findings and recommendations outlined in a staff report, the appellant will present reasons for appealing the decision, and the Hearing Examiner will allow public comment for or against the staff decision.

9. The Hearing Examiner reviews the staff report, appellant's written materials, and any testimony from the hearing, before rendering a decision. The Hearing Examiner's decision will be issued within ten (10) days of the date of the hearing.

10. The Hearing Examiner's decision may be appealed to the King County Superior Court or the City Council depending on the nature of the initial City action. Appeal information will be provided with the Hearing Examiner's decision.

APPEAL OF ADMINISTRATIVE INTERPRETATION OR DECISION

The undersigned, as owner, occupant, applicant, or aggrieved party, hereby files this appeal of the administrative interpretation or administrative decision issued by the City of SeaTac on the _____ day of _____, 20___, pertaining to property located at _____ _____ within the City of SeaTac. A copy of the interpretation or decision is attached.

I request a hearing before the City of SeaTac Hearing Examiner on this appeal.

I am the ☐ owner ☐ occupant ☐ applicant ☐ aggrieved party (check one). I am an aggrieved party because (explain how the Notice and Order affects you and will cause you injury-in-fact):_____

_____

_____

_____

The following is/are the specific reasons I believe the administrative interpretation or decision is wrong and why the interpretation or decision should be reversed or modified: (Attach any necessary information or reports)

_____

_____

_____

The above information and facts or issues are complete to the best of my knowledge.

Signature:_____

Print Name:_____

Address:_____

_____

Phone:(H)_____ (W)_____

Email: _____

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CITY CLERK'S OFFICE USE ONLY

Date and time appeal filed: _____

Attachments:_____

Filing Fee:_____ Receipt No. _____

Received by: _____