

## **Appeal Application**

This application is used only to appeal a final decision of the Town Council, Planning Commission, or an administrative official of Fairfield Town. This application may not be used to request a variance. Variance requests require a separate application.

*(Please Print)*

Name: \_\_\_\_\_

Authorized Agent (if Applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # : \_\_\_\_\_

Email: \_\_\_\_\_

Date of Action: \_\_\_\_\_

### **I am:**

- The property owner
- An applicant for the land use decision
- A person adversely affected by the decision

If the Appeal involves a land use application, the address of the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Type of Appeal.**

*Please check the provision under which you are making this request.*

- Appeal from a final administrative decision of the Code Enforcement officer applying the provisions of the Fairfield Town Code.
- Appeal from a Planning Commission decision.
- Appeal from a Town Council decision.

Please explain your appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State your reason for appealing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application Requirements**

- Provide a written narrative specifying the nature of the appeal. An Appeal Petition of a Land Use Authority’s decision shall clearly identify the alleged error in any order, requirement, decision, or determination made by the Land Use Authority in the administration or interpretation of the Town’s Land Use Ordinances/Code.
- Provide supporting documentation from the existing record, which may be submitted. New evidence may be limited in accordance with the Fairfield Town Code. maps, pictures, studies, or any other information that would allow the appeal authority to make a well-informed decision (optional).
- Only those decisions in which a Land Use Authority has applied the requirements of the Town’s Land Use Ordinance/Codes to a particular application, person, lot, or parcel may be appealed to an Appeal Authority.
- Appeals must be filed with the Fairfield Town Recorder within 15 days of the final decision. All documentation must be submitted within 30 days of the written notice of intention to appeal or 30 days after the appointment of a Hearing Officer, whichever is later, along with the Application Fee.
- A decision of an Appeal Authority may be appealed to a District Court within 30 days of the entry of the final decision of the Appeal Authority.

**Applicants/Owners Certification.**

I declare that the information set forth herein (or attached) is true and correct to the best of my knowledge and belief.

- I understand that the appeal authority reviews the decision based on the record and applicable standards of review outlined in the Fairfield Town Code and Utah law.
- I understand that the appeal is not considered filed until all required fees are paid.

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Date Received \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Fees paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Title: \_\_\_\_\_