

APPEAL OF APPLICATION (TABLE 2-1) OR ADMINISTRATIVE DECISION (EMC § 16-2-12) CHECKLIST

- Fees** (*Application fees are non-refundable*)
 - Application Fee: \$ 250.00 (*Payable to City of Englewood*)
- Development Review Team Meeting**
 - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Type of Appeal**
 - *Applications.* An appeal of a final decision on a development application in EMC Title 16, Table 2-1 which shall be made according to the appeal process specified for that application.
 - *Administrative Decisions.* An appeal of a final administrative decision made under the authority of this Code, which shall require the filing of an Administrative Appeal application according to EMC Title 16, Table 2-1 and EMC § 16-2-12.
- Verification** (*The Appeal application is submitted within 30 days of the decision which is being appealed*)
- Written statement** (*Provide documents describing nature of appeal*)
- Additional material/information** as requested by City Manager or Designee

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.Englewoodco.gov>

Apply under Planning Projects: Submit Application >> Variance >>
Appeal

Avoid delays – Submit a complete application!