



## **Notice of Appeal Checklist**

Our Community Development Department has created this checklist to make the application process for a Notice of Appeal as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a notice to appeal is made online through the Town's permit application portal. You can access the notice to appeal application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### **Appellant Information**

Appellant's first and last name, telephone number, contact email, mailing address, and fax number if applicable.

#### **Appeal Information**

Action being appealed is a land use decision of the following: Director of Community Development, Planning Commission, or Town Council

Describe the action being appealed

Date on which the appealed action was taken (the appeal must be made within 30 days from the date the action was taken)

#### **Reason for Appeal**

Attach a letter explaining the reason or justification for the appeal. Your letter must refer to the specific provisions of the ordinance involved, and exactly set forth the error that is claimed.