



**APPEAL OR REQUEST FOR  
RECONSIDERATION CHECKLIST**  
Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

The decision of the Planning and Zoning Commission granting, granting with conditions, modifying, or denying a permit application may be appealed to the City Council. The decision of the City Council granting, granting with conditions, modifying, or denying a permit application may be requested to be reconsidered. Any affected person, as defined by Idaho state law or the City Administrator, may initiate an appeal/reconsideration of a decision rendered pursuant to the jurisdiction.

**CHECKLIST:** A request is made by submitting the following:

- A written narrative which addresses the following:
  - The appellant's name, address, and telephone number;
  - The appellant's statement describing his or her standing to appeal;
  - Identification of the application which is the subject of the appeal; and
  - The appellant's statement of grounds for the appeal addressing why the appellant believes the decision to be unlawful or inappropriate to the factual circumstances.
- Copy of the signed Written Decision (if applicable)
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- Other supporting documents

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**NOTE:**

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. *Appeal and Requests for Reconsideration standards can be found in Hayden City Code §1-1-5, §1-1-6, §2-1-13, and §11-1-9. Appeals of the Planning and Zoning Commission are heard by the City Council and Requests for Reconsideration are heard by the City Council upon a request following a decision of the City Council.*
3. *Reconsideration of City Council Decisions may only be sought if City Council finds any of the following:*
  - a. *There was a clerical error in the decision;*
  - b. *The decision resulted from fraud or mistake;*
  - c. *There is new evidence for the record or a change in circumstances;*
  - d. *There was a procedural error;*
  - e. *The City Council previously rejected the application by a tie vote; or*
  - f. *The decision was made in violation of substantive law.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

**STEP 1:** On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

**STEP 2:** Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

**STEP 3:** Select a Property. You can search by Address, Parcel Number, or Owner Name.

**STEP 4: Enter PZE Process Details** Choose Appeal or Request for Reconsideration, enter work description, and meeting details.

**STEP 5: Enter Applicant Info** Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

**STEP 6: Estimate Fees** Click Next. (Fee estimates do not have to be chosen.)

**STEP 7: Attachment** Upload required documents for your PZE Process. Click next.

**STEP 8: Disclaimers** Check accept for each disclaimer. Click submit.

**Successful Permit Application** Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.