



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodgov.org

**APPEAL
 CHECKLIST**

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Application Form
		Completed Checklist (this form)
		Initiation: Pursuant to 16-2-18:A. EMC, an Appeal may be initiated by: (circle appropriate designation) 1. The applicant in the action being appealed; 2. Any owner of property located within three hundred feet (300') of the property that is the subject of the action being appealed; 3. Any resident of the City who participated in the decision being appealed, either by submitting written comments on the application, or by testifying at any public hearing on the application; or 4. Any department of the City or public agency providing services in the City, if the appeal is based on an alleged impact on its services or facilities.
		Written statement and documents describing nature of Appeal
		Verification that the Appeal application is submitted within 30 days of the decision which is being appealed
		Fees (Application fees are non-refundable)
		Application Fee (payable to City of Englewood) \$ 150.00 (Non-Refundable)
		Additional material/information as requested by City Manager or Designee

Avoid delays - Submit a complete application!