



Neighborhood Association Free Appeal Checklist

Use this worksheet to ensure you have submitted all required information for a Neighborhood Association Appeal. If you have questions, contact the planner associated with the file (found on the original land use notice) or the Planner on Duty at ocplanning@orc.org or 503.722.3789.

Before you begin the appeal process, verify that the neighborhood association has submitted either written or oral testimony for the application. If they have not submitted a formal comment, they do not have standing to appeal.

Planning File #: _____

Neighborhood Association:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Canemah | <input type="checkbox"/> McLoughlin |
| <input type="checkbox"/> Caufield | <input type="checkbox"/> Park Place |
| <input type="checkbox"/> Ellyville | <input type="checkbox"/> Rivercrest |
| <input type="checkbox"/> Gaffney Lane | <input type="checkbox"/> South End |
| <input type="checkbox"/> Hazel Grove-Westling Farm | <input type="checkbox"/> Tower Vista |
| <input type="checkbox"/> Hillendale | <input type="checkbox"/> Two Rivers |

Fee Waivers for Appeals by Recognized Neighborhood Associations

The appeal fee may be waived for a recognized organization under certain circumstances. If a city-recognized neighborhood association, with standing to appeal (e.g. submitted comments), has voted to request a fee waiver pursuant to the following chapters of the Municipal Code:

OCMC 17.50.290.C – Fee Waivers... Appeal fees shall not be charged for an appeal filed by a city-recognized neighborhood association, so long as the appeal has been officially approved by the general membership or board of the neighborhood association at a duly announced meeting.

OCMC 17.50.190 – Appeals If a city-recognized neighborhood association with standing to appeal has voted to request a fee waiver pursuant to OCMC 17.50.290.C, no appeal fee shall be required for an appeal filed by that association. In lieu of the appeal fee, the neighborhood association shall provide a duly adopted resolution of the general membership or board approving the request for fee waiver.

Submit the following information in your appeal submission. Appeals must be submitted and paid for, or provide proof of fee waiver eligibility, by the close of the Appeal Period, which can be found on the Notice of Decision of the file to be appealed. Planning hours can be found at www.orcity.org/planning.

- ☐ 1. Completed Oregon City Appeal Form
- ☐ 2. A copy of the public comment submitted from the neighborhood association showing that the association has a standing to appeal the decision.
- ☐ 3. A copy of the resolution requesting a free neighborhood association appeal.
- ☐ 4. A copy of the neighborhood association meeting notice and minutes of the meeting where the resolution was adopted.