



Neighborhood Association Free Appeal Checklist

Please use this worksheet to ensure you have submitted all required information for a Neighborhood Association Appeal. Please contact the planner associated with your file (found on the original land use notice) or the Planner on Duty at ocplanning@orcitizen.org or 503.722.3789 if you have any questions. Before you begin the appeal process, please 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:

Gaffney Lane Neighborhood Association	Hazel Grove - Westling Farm Neighborhood Association
Two Rivers Neighborhood Association	McLoughlin Neighborhood Association
Hillendale Neighborhood Association	Park Place Neighborhood Association
Rivercrest Neighborhood Association	Canemah Neighborhood Association
Tower Vista Neighborhood Association	Ellyville Neighborhood Association
South End Neighborhood Association	
Caufield Neighborhood Association	

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.

Please 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.

[Oregon City Appeal form](#)

A copy of public comment submitted from the neighborhood association showing that you have standing to appeal the decision

Copy of resolution requesting a free neighborhood association appeal

Copy of the neighborhood association meeting notice and minutes of meeting where the resolution was adopted.
