

Application for Appeal of Historic Development Commission Decision



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626

Office use only: Transaction Number: _____					
Summary of decision being appealed:					
Provide all previous case numbers for administrative approvals, including official interpretations:					
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;">1.</td> <td style="width: 20%; border: none;">2.</td> <td style="width: 20%; border: none;">3.</td> <td style="width: 20%; border: none;">4.</td> <td style="width: 20%; border: none;">5.</td> </tr> </table>	1.	2.	3.	4.	5.
1.	2.	3.	4.	5.	

GENERAL INFORMATION		
Property Address	Date	
Property PIN	Current Zoning	Property Size
Is Property Designated Landmark?	Name of Historic Overlay District	Fax
Property Owner	Phone	Email
Property Owner's Mailing Address		
Owner/Agent Signature		
Notary Signatory Sworn and subscribed before me this _____ day of _____ 20 _____	Notary Signature and Seal	

An application to appeal a Raleigh Historic Development Commission decision will not be considered complete until all required submittal components listed on the Appeal Checklist have been received and approved.

APPEAL OF RHDC DECISION CHECKLIST

TO BE COMPLETED BY APPLICANT

PRE-SUBMITTAL REQUIREMENTS	YES	N/A
1. A final Raleigh Historic Development Commission action is required prior to filing an appeal	<input type="checkbox"/>	<input type="checkbox"/>
2. Written notice of appeal shall be sent to the RHDC within 20 days of decision	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Administrative Appeal Intake Requirements sheet	<input type="checkbox"/>	<input type="checkbox"/>
RHDC APPEAL CONSIDERATIONS		
1. An appeal of an RHDC Decision is heard before the Board of Adjustment in a quasi-judicial setting	<input type="checkbox"/>	<input type="checkbox"/>
2. The Board of Adjustment shall conduct a quasi-judicial hearing within 60 days of receipt of a completed application	<input type="checkbox"/>	<input type="checkbox"/>
3. The Board of Adjustment hearing will be in the nature of certiorari	<input type="checkbox"/>	<input type="checkbox"/>
SHOWINGS		
1. The showings of the reviewing body shall be those required for the original decision	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION INTAKE REQUIREMENTS

PRE-SUBMITTAL REQUIREMENTS	Applicant		City Staff Use Only		
	YES	NO	YES	NO	N/A
1. I have referenced the Appeal of RHDC Decision Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	<input type="checkbox"/>	<input type="checkbox"/>			
2. Appeal of RHDC Decision application review fee (see Development Fee Schedule for rate)	<input type="checkbox"/>	<input type="checkbox"/>			
3. Completed, notarized application	<input type="checkbox"/>	<input type="checkbox"/>			
4. One set of stamped envelopes addressed to all property owners within 100 feet of the subject property (if appeal is related to specific property)	<input type="checkbox"/>	<input type="checkbox"/>			
5. List of all adjacent property owners	<input type="checkbox"/>	<input type="checkbox"/>			
6. Twelve copies of materials reviewed at the RHDC public hearing	<input type="checkbox"/>	<input type="checkbox"/>			

Notice to appeal a Raleigh Historic Development Commission decision must be mailed to the Commission twenty days after the decision has been rendered.