APPEAL INFORMATION

Bureau of Development Services (BDS) - Life Safety, Structural, Site Development, Plumbing

- Appeals: Pursuant to City Code Chapters 24.10, 25.07, 26.03, 27.02, and 28.03, you may appeal any code provision cited in this Review Cycle to the BDS Administrative Board of Appeal within 180 calendar days of the official notice. For information on the appeals process and costs, including forms, appeal fee, payment methods and fee waivers, go to www.portlandoregon.gov/bds/appeals, call 502-823-7300 or come into the Development Services Center. Permit application expiration will not be extended pending resolution of any administrative appeal.

Bureau of Environmental Services (BES) - Development Review

- You have the right to request a modification to the decisions presented in this Review Cycle via an administrative review as outlined in sections 17.06.050, 17.32.150, 17.33.100, 17.36.110, and 17.38.060 of City Code and in the respective Administrative Rules. To request an administrative review regarding this matter, you must respond in writing within 20 business days of the official notice. There is no fee charged for an administrative review, and all penalties and late fees will be stayed pending the outcome of the review process. To request a review, you must include the Administrative Review Request Form documenting the reasons for your appeal located at http://www.portlandoregon.gov/bes/68285. Please mail your appeal to the plan reviewer listed for this review.

Bureau of Environmental Services (BES) - Pollution Prevention

- You have the right to request a modification to the decisions presented in this Review Cycle via an administrative review as outlined in sections 17.32.150, 17.34.115, 17.36.110, 17.38.060, and 17.39.120 of City Code and in the respective Administrative Rules. To request an administrative review regarding this matter, you must respond in writing within 20 business days of the official notice. There is no fee charged for an

administrative review, and all penalties and late fees will be stayed pending the outcome of the review process. To request a review, you must include the Administrative Review Request Form documenting the reasons for your appeal located at http://www.portlandoregon.gov/bes/68285. Please mail your appeal to the plan reviewer listed for this review.

Portland Bureau of Transportation (PBOT)

- The applicant has the opportunity to challenge PBOT's frontage improvement requirements if he/she objects to them by proposing an alternative frontage improvement solution. If the applicant elects to submit an alternative to the aforementioned ROW improvements, they may do so via the Public Works Alternative Review process. Additional information on this review process can be found at the following link: http://www.portlandoregon.gov/article/481371.

Fire Bureau

- Appeals: Pursuant to City Code Chapters 31.10 and 28.03, you may appeal any code provision cited in this Review Cycle to the Administrative Board of Appeals within 180 calendar days of the official notice. For information on the appeals process, costs, including forms, appeal fee and payment methods, the following information is available:
    - For Fire Code appeals go to www.portlandoregon.gov/fire/31187, call 503-823-7312 or come into the Fire Marshall's Office, 1300 SE Gideon St.
    - For Building Code appeals go to www.portlandoregon.gov/bds/appeals, call 503-823-7300 or come into the Development Services Center, 1900 SW 4th Ave.

  If you have questions or are not sure if your appeal should be a Fire Code or Building Code appeal, please call the Fire Plan Reviewer listed above. Permit application expiration will not be extended pending resolution of any administrative appeal.

Bureau of Parks & Recreation - Urban Forestry

- Administrative Reviews: Title 11 Trees, Chapter 11.70.040 authorizes the City Forester to enforce development requirements of Title 11. If you believe that the above decision(s) errs in applying any code provision cited in this Review Cycle, you may submit for an Administrative Review as per Title 11 Chapter 11.70.120. To submit for an Administrative Review, you must complete an Administrative Review application within fifteen (15) calendar days of the official notice. A $110 fee must accompany the application. The $110 fee is not subject to low-income allowance reductions and will only be reduced if it is determined that all of the nuisance(s) were cited in error. An Administrative Review Fee of $110 and a completed Administrative Review application are required for your application to be deemed complete and processed. Applications can be found online at https://www.portlandoregon.gov/trees/article/579121 or can be provided in-person at the Permit Center. The Permit Center is located on the first floor of the Development Services Center at 1900 SW 4th Avenue. You can also contact Urban Forestry at 503-823-8733 and press 5 for more information on obtaining an Administrative Review application or the process. The Administrative Review Application and $110 filing fee must be mailed to Urban Forestry at 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201 or can be processed in-person by Urban Forestry staff at the Permit Center located on the first floor of Development Services Center at 1900 SW 4th Avenue. The completed Administrative Review Application, including all pertinent documentation, photos, and other evidence should be included in the submission and should specifically address how Urban Forestry erred in applying City Code Title 11. There will not be an additional opportunity, outside of the Administrative Review application submission to present evidence. You must include all pertinent evidence at the time of application submission. The Administrative Review Application and supporting evidence will be reviewed by the BDS Director or City

Forester, as applicable. Following the review, a written determination will be issued to the name provided on the Administrative Review Application. With the submission of a completed Administrative Review application all violation corrections/penalties will be stayed pending the resolution. Thank you.