

**Town of Williston**

**NOTICE OF APPEAL**

*Please be sure you understand the administrative appeals procedure set forth in Chapter 5 of the Williston Unified Development Bylaw before filing this notice and accompanying materials.*

*Please submit eight (8) copies of the following: 1) this Notice, 2) the Appeals Checklist, and 3) all materials required by that checklist. An appeal must be filed within 15 days after the notice of the decision being appeal was issued.*

*The undersigned hereby requests, as permitted by 24 V.S.A. § 4465, et seq., that the Williston Development Review Board review a decision made by the Administrator.*

**APPELLANT INFORMATION**

**Appellant's Signature:** \_\_\_\_\_

Name of Appellant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**REPRESENTATIVE INFORMATION**

**Representative Name:** \_\_\_\_\_

Firm/Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Permit Number of Decision Being Appealed: \_\_\_\_\_

Description: \_\_\_\_\_

Date of Decision Being Appealed: \_\_\_\_\_ Date of this Notice: \_\_\_\_\_

**Town of Williston**

**APPEAL CHECKLIST, AS REQUIRED BY WDB 5.4.3**

**This checklist must accompany all appeals of decisions of the Administrator. The applicant must initial each box, indicating the required information has been provided. The Administrator must then confirm that the application is complete or return this checklist to the applicant indicating what information remains to be provided before a hearing on the appeal may be scheduled.**

Appellant	Administrator	Appeals must include:
<input type="checkbox"/>	<input type="checkbox"/>	the completed and signed Notice of Appeal form
<input type="checkbox"/>	<input type="checkbox"/>	a copy of the Notice of Decision on which the appeal is based (for administrative permits this will ordinarily be a copy of an application form marked that was not approved)
<input type="checkbox"/>	<input type="checkbox"/>	the appellant's statement of why the Administrator's decision should be modified or overturned by the DRB, which is to say, a statement which alleges that the Administrator's decision was not consistent with specific provisions of the <i>Williston Development Bylaw</i> ;
<input type="checkbox"/>	<input type="checkbox"/>	a complete list of all abutting property owners with their mailing addresses and tax parcel numbers;
<input type="checkbox"/>	<input type="checkbox"/>	stamped, business size (#10) self-seal envelopes with no return address, addressed to each abutting property owner, the appellant, and the appellant's representative (if any); and
<input type="checkbox"/>	<input type="checkbox"/>	the appeal fee of \$130.00

**DRB FINDINGS ON APPEAL, AS REQUIRED BY WDB 5.4.6**

Appeal of: _____ Date of Hearing: _____
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Nature of the Administrator's Action:
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Upheld _____ Modified (see findings) _____ Overturned _____
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Findings and Conclusions: There is no set checklist for DRB findings and conclusions on appeals, which tend to highly specific. Insert here or on a separate sheet.
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