



BROCHURE # 95

FEE APPEALS

On January 2008, In accordance with Kitsap County Department of Community Development fee polices, adjudication procedures for applicants who disagree with assessed fees higher than the established base fee.

How can I apply for an Appeal?

Appeals shall be submitted in writing to the department fiscal office within 30 days of the invoice date. All appeals shall reference the applicant's full name, the permit application number, mailing address, telephone number and a statement (500 words or less) or a list of the reason(s) for the appeal of fees.

What is the Appeal Process?

Once the appeal has been submitted, the department will determine the validity of the appeal in accordance with the established policy and schedule an internal review with the DCD Fee Appeals Review Panel. If more information is needed the Review Panel will notify the applicant within 5 business days. All decisions will be issued within 60 days of the receipt of the appeal.

What criteria is used in the Appeal decision?

- Applicant can establish that delays were caused by County Staff
- Applicant can demonstrate that a mathematical or data entry error occurred on the invoice.
- Applicant can demonstrate an error in type of fee assessed in accordance with the established fee schedule.
- Applicant can demonstrate the hours charged were not appropriate.

What happens when a decision is made?

- If the appeal is **Approved**, the assessed fee will be credited to the permit application within 30 calendar days of the decision.
- If the appeal is **Denied**, a decision letter will be sent to the applicant within 30 calendar days and payment will be due upon receipt.

Who is on the DCD Fee Appeals Review Panel?

- Director or Assistant Director, Community Development
- Manager, Administrative & Permit Services, Community Development
- Administrative Services Director, Administrative Services
- A Member of the Department of Community Development Advisory Group

