

# Reconsiderations/Appeals



Section 2.35 of the Hunts Point Municipal Code (HPMC) governs reconsiderations and appeals of the hearing examiner's decision.

## Process

### Submittal for Reconsideration

Any party to the proceeding who is aggrieved by the decision of the hearing examiner may submit a written request for reconsideration by filing a request with the town clerk within 14 days of the hearing examiner's decision. Such request shall specify the error of law or fact, procedural error, or new evidence which could not have been reasonably available at the time the hearing was conducted by the hearing examiner which is the basis for the request. Within 10 working days from the date the hearing examiner receives a request for reconsideration, a decision shall be issued on whether or not to reopen the hearing. Said decision shall be mailed to all parties of record within three days after the examiner's decision is made.

### Final decision and order

The decision or order of the examiner shall become a final decision or order upon issuance unless appealed in King County superior court pursuant to Chapter 36.70C RCW.

### Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 2, Administrative & Personnel  
HPMC Title 3, Revenue & Finances  
RCW Chapter 36.70C

### Fees

See fee schedule



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# Reconsiderations/Appeals Application

32

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_

DETERMINATION \_\_\_\_\_ DATE \_\_\_\_\_

FOR STAFF USE ONLY  
Permit #: \_\_\_\_\_  
Expiration #: \_\_\_\_\_

## Appellant Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

## Agent Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

**What is the decision that you are appealing?**

**What are your reasons for appealing this decision?**

(You must indicate specifically that there were substantial errors, the decision is unsupported by the facts presented, the decision is in conflict with the standards for review of the action or there were irregularities in the procedure. Attachments or supporting information may be included.)

**Cite the specific code provisions that you are appealing.**

**What is the outcome or changes in the decision that you are seeking?**

**BE TO COMPLETED BY OWNER, AGENT, OR APPELLANT:**

Any person or persons aggrieved jointly, or severally, and any person, officer or official of any department, board or commission of the town may support or oppose, by petition, letter, or this form the applicant's request for an appeal of an interpretation. The petition, letter or form shall specify the reasons for supporting or opposing the applicants request, and shall contain the signature and description of the land of each property owner signing the petition, letter or form. (Chapters 18.55, 3.05 and 2.35, Hunts Point Municipal Code)



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# Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

### *To BE COMPLETED BY OWNER:*

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]                      [Date]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]

### *To BE COMPLETED BY AGENT:*

\_\_\_\_\_  
[Print Name of Agent]                      [Title]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]



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## Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

### ***To BE COMPLETED BY OWNER:***

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Contact Address]

\_\_\_\_\_  
[City]

\_\_\_\_\_  
[State]

\_\_\_\_\_  
[Zip]

\_\_\_\_\_  
[Phone]

\_\_\_\_\_  
[Fax]

# Permit Fee Schedule

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus actual staff/consultant time
<b>Building</b>	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
<b>Building Permit Exemption Request</b>	\$50.00 plus actual staff/consultant time
<b>Conditional Use</b>	\$500.00 plus actual staff/consultant time
<b>Demolition</b>	\$250.00
<b>Heavy Truck Street Repair Fund Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Pre-Application Meeting</b> (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
<b>Reconsiderations/Appeals</b>	\$500.00 plus actual staff/consultant time
<b>Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>SEPA Review</b>	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development</b>	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus actual staff/consultant time
<b>Site Development</b>	\$500.00 plus actual staff/consultant time
<b>Street Cleaning</b>	\$3,000 deposit
<b>Street Opening</b>	\$250.00 plus actual staff/consultant time
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
<b>Special Use</b>	\$500.00 plus actual staff/consultant time
<b>Telecommunications Franchise</b>	Fee negotiated
<b>Telecommunications Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>Tree Removal</b>	\$50.00 plus actual staff/consultant time
<b>Variance</b>	\$500.00 plus actual staff/consultant time

NOTE: All costs from actual staff/consultant time will be billed to applicant.



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