



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

RECONSIDERATION/APPEALS INSTRUCTIONS

Welcome to the Hunts Point reconsideration/appeals process. Reconsideration/appeals is a means for any party to the proceeding who is aggrieved by the decision of the examiner may submit a written request for reconsideration of the examiner by filing a request with the town clerk within fourteen (14) calendar days of the 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 of the hearing conducted by the examiner which is the basis for the request. Within ten (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 (3) days after the examiner's decision is made. (Hunts Point Municipal Code, Section 2.35)

The examiner shall render a written decision within ten (10) working days of the conclusion of the hearing, unless a longer period is agreed to by the applicant. The decision shall include at least the following:

- (1) Finding of fact and conclusions of law based upon ad supported by the record;
- (2) A decision of the application to grant, deny or grant with conditions, modifications or restrictions based on applicable codes, ordinances and regulations;
- (3) A statement that there is no administrative appeal of the hearing examiner's decision, and that judicial appeals may be brought under Chapter 36.70C RCW;
- (4) A statement of any threshold determination made under Chapter 43.21C RCW;
- (5) The examiner shall state in the decision, if applicable, any conditions associated with granting of the relief including the time limit after which any approval shall expire if not utilized;
- (6) The decision of the hearing examiner shall be filed with the town clerk who shall within three (30 working days thereafter, mail copies to the applicant and to any person who, prior to the rendering of the decision, requested notice of the decision or submitted substantive comments on the application. The Town clerk shall also provide notice to the public of the decision as required by other applicable ordinances or codes.

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.

- 1. SUBMIT THE COMPLETED APPLICATION FORMS and** supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bring the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](#)

After accepting your application and fees, the Deputy Clerk will process your application and refer it to the hearing examiner.



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Reconsiderations/Appeals Application

Permit # _____

Accepted _____ Date _____ Fee _____ Receipt No. _____

Determination _____ Date _____

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 the 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?

To be 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 or 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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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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PROOF OF AGENCY/HOLD HARMLESS AGREEMENT

Property Address _____

Permit Type _____ Permit Number _____

PROOF OF AGENCY

A proof of agency is required for the acceptance of any permit where the 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 who 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 Proof of Agency/Hold Harmless.

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 Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

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 an application without an executed Hold Harmless Agreement.

TO BE COMPLETED BY OWNER

I, _____, as owner of
(print name of property owner or, in case of corporation, LLC LLP or partnership, company Chief Executive)
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		