

## **Reconsiderations/Appeals**

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

### **Submittal Preparation and Fee:**

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 fourteen (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 of the hearing was conducted by the hearing 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. The application for reconsiderations/appeals shall be accompanied by the fee as set forth by resolution.

### **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 Codes:**

HPMC Title 2, Administrative & Personnel  
HPMC Title 3, Revenue and Finances  
RCW Chapter 36.70C



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.  
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## Reconsiderations/Appeals Application

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?

### 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 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

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 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 Agreement.

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

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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. <b>I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.</b>			
_____ <b>(Signature of Property Owner/Chief Executive)</b>		_____ <b>(Date)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		

### ***To BE COMPLETED BY AGENT:***

_____ <b>(Print Name of Agent)</b>		_____ <b>(Title)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		



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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 an 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, 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, 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 Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
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## Fee Schedule - Permits

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus any additional charges incurred
<b>Building Permit</b> (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
<b>Building Permit</b> (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
<b>Conditional Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Demolition</b>	\$250.00 plus any additional charges incurred
<b>Fire Marshal Review</b>	Bellevue Fire Department fee
<b>Heavy Truck Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ 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 any additional charges incurred
<b>Right of Way Use</b>	\$250.00 plus any additional charges incurred
<b>SEPA Review</b>	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development</b>	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus any additional charges incurred
<b>Site Development</b>	\$500.00 plus any additional charges incurred
<b>Special Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Street Cleaning</b>	\$3,000 deposit (May be required)
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
<b>Telecommunication Permit Application Fee</b>	\$2,500.00 applied toward Town's cost
<b>Tree Removal Permit</b>	\$50.00 plus any additional charges incurred
<b>Variance</b>	\$500.00 plus any additional charges incurred



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## Fee Schedule - Consultants and Miscellaneous

<b>Consultation with Town's Building Official, Planner, Engineer or Arborist</b>	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
<b>Public Hearing before the Hearing Examiner</b>	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
<b>Miscellaneous Fees:</b>	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
<b>NSF Check</b>	Town fee: \$25.00 plus actual bank charge.
<b>Notary Fee:</b>	No charge to residents.
<b>Special Event Permit Fee:</b>	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
<b>Town Hall Rental Fee:</b>	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
<b>Attorney's Fees:</b>	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
<b>Milfoil:</b>	Fee: \$375.00 per lot per year



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