



**CITY OF KELSO  
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819  
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## **APPEAL OF ADMINISTRATIVE DECISION CHECKLIST**

The following checklist identifies information to be included with the application for Appeal of Administrative Decision. **All of the following information must be submitted and the application fee must be paid** before the application is considered complete.

**I) Application Fees** - \$1000. Checks shall be made payable to the “City of Kelso.”

**II) Four (4) folded and collated copies of the following information:**

- 1. Land Use Application Form** – Shall be completed and signed in ink by the applicant and property owner(s).
- 2. Grounds for Appeal** – Elaborate how you believe the administrative decision does not meet the criteria or provisions outlined in the Kelso Municipal Code (KMC).