



CITY OF TWIN FALLS
Planning & Zoning Department
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RE: Appeals Process and Clarification of Appeal Period

This letter contains a clarification for appealing any decision made by the Planning and Zoning Commission.

Twin Falls City Code 10-17-3: Bylaws of Planning and Zoning Commission – outlines the procedures for the commission. Within this code section, *Article XII* outlines the appeal period for decisions made by the commission.

“ Article XII: All decisions of the commission on issues not requiring the passing of an ordinance shall be final if not appealed to the council within fifteen (15) days from the date of commission's decision.”

The fifteen (15) day appeal period shall be counted from the date upon which the written decision (aka *Findings of Fact*) are signed by the appropriate authority of the commission.

Any person, with legal standing, seeking to appeal a decision of the Planning and Zoning Commission shall notify the Administrator of the desire to appeal in writing by filing an Appeal Application. Applications shall be completed by the end of the fifteen (15) day period in order to be heard. The appealing applicant shall follow the same process and fees of *public hearing notification* as the original party.

Respectfully,



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