**Templates for Appeals from a County Land Use Decision**

(Exhibits from Commission Rule 350-60)

Notice of Appeal

Motion to Intervene

Certificate of Service

To file an appeal, use the Notice of Appeal and Certificate of Service templates and complete all information in [BRACKETS]

To intervene in an existing appeal, use the Motion to Intervene and Certificate of Service templates and complete all information in [BRACKETS]

Please call the Columbia River Gorge Commission’s Legal Counsel for Assistance

(509) 493-3323

EXHIBIT 1

(350-60-050)

BEFORE THE COLUMBIA RIVER GORGE COMMISSION

Jane Clark, )

 ) CRGC No.

 Appellant, )

 ) NOTICE OF APPEAL

 vs. )

 )

Tahoma County, )

 )

 Respondent, )

 )

 and )

 )

John Developer, )

 )

 Respondent (Applicant). )

I.

 Notice is hereby given that [NAME OF APPELLANT(S)] appeals that land use decision of respondent entitled [INDICATE TITLE OF LAND USE DECISION], which became final on [INDICATE DATE] and which involves [SET FORTH A BRIEF STATEMENT OF THE NATURE OF THE DECISION]

 ADR STATEMENT: [INDICATE WHETHER YOU ARE WILLING TO ATTEMPT TO SETTLE THE CASE THROUGH MEDIATION OR OTHER MEANS].

 SHORTENED RECORD: [STATE WHETHER YOU ARE WILLING TO CONSIDER A SHORTENED RECORD AS ALLOWED BY 350-60-060(f)].

 EMAIL SERVICE: [STATE WHETHER YOU OPT OUT OF EMAIL SERVICE. IF YOU ARE NOT WILLING TO RECEIVE DOCUMENTS ELECTRONICALLY, YOU MUST OPT OUT. IF YOU DO NOT OPT OUT, THEN YOU WILL RECEIVE DOCUMENTS RELATING TO THE APPEAL BY EMAIL TO THE EMAIL ADDRESS YOU PROVIDE]

II.

 Appellant, Jane Clark, has as her contact information: [INDICATE MAILING ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER].

 [If applicable] Appellant, Jane Clark, is represented by: [INDICATE NAME, MAILING ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY].

 Respondent, Tahoma County, has as its contact information: [INDICATE MAILING ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER] and has, as its legal counsel: [INDICATE NAME, ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER].

 Applicant, John Developer, has as his contact information: [INDICATE MAILING, ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER].

 [If applicable] Applicant, John Developer, was represented in the proceeding below by: [INDICATE NAME, MAILING ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY].

III.

 Other persons mailed written notice of the land use decision by Tahoma County, as indicated by its records in this matter, include: [INDICATE NAMES, ADDRESSES, EMAIL ADDRESS (IF KNOWN), AND TELEPHONE NUMBER (IF KNOWN) OF ALL PERSONS WHOM THE GOVERNING BODY’S RECORDS INDICATE WERE MAILED WRITTEN NOTICE OF THE LAND USE DECISION.

NOTICE:

 Anyone designated in paragraph III of this Notice who desires to participate as a party in this case before the Columbia River Gorge Commission must file with the Commission a Motion to Intervene in this proceeding within 14 days of the date of this Notice, as required by CR 350-60-160. Anyone that desires to present oral argument to the Commission must intervene and file a brief as required by CR 350-60-120(1).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Appellant (each appellant must sign)

 or

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney for Appellant(s)

[Add Certificate of Service. See form below.]

EXHIBIT 3

(350-60-160)

BEFORE THE COLUMBIA RIVER GORGE COMMISSION

Jane Clark, )

 ) CRGC No.

 Appellant, )

 ) MOTION TO INTERVENE

 vs. )

 )

Tahoma County, )

 )

 Respondent )

 )

 and )

 )

John Developer, )

 )

 Respondent (Applicant). )

I.

 John Smith moves to intervene on the side of (a) Appellant or (b) Respondent [INDICATE WHICH] in the above-captioned appeal.

 Mr. Smith’s (or his attorney’s) contact information is as follows: [INDICATE ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER].

 ADR STATEMENT: [INDICATE WHETHER YOU ARE WILLING TO ATTEMPT TO SETTLE THE CASE THROUGH MEDIATION OR OTHER MEANS.

 SHORTENED RECORD: [STATE WHETHER YOU ARE WILLING TO CONSIDER A SHORTENED RECORD AS ALLOWED BY 350-60-060(1)(f)].

 EMAIL SERVICE: [STATE WHETHER YOU OPT OUT OF EMAIL SERVICE. IF YOU ARE NOT WILLING TO RECEIVE DOCUMENTS ELECTRONICALLY, YOU MUST OPT OUT. IF YOU DO NOT OPT OUT, THEN YOU WILL RECEIVE DOCUMENTS RELATING TO THE APPEAL BY EMAIL TO THE EMAIL ADDRESS YOU PROVIDE].

II.

 The facts establishing movant’s right to intervene are as follows: [SET FORTH STATEMENT OF FACTS].

III. [OPTIONAL]

 In support of this motion, John Smith relies on the attached affidavit, Memorandum of Law or both.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date John Smith

 or

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Barbara Neil, Attorney for

 John Smith

[Add Certificate of Service. See form below.]

EXHIBIT 4

CERTIFICATE OF SERVICE

 I certify that on [INDICATE DATE], I served a true and correct copy of this [IDENTIFY DOCUMENT] by (a) first class mail, (b) personal delivery, or (c) email [INDICATE WHICH] on the following persons: [LIST NAME AND ADDRESS OR EMAIL ADDRESS OF EACH PARTY OR THE PARTY’S ATTORNEY].

 Dated:

 Signature