

**2021**  
**COUNCIL APPEAL FORM**

SUBMIT TO: Winona City Clerk, 3<sup>rd</sup> Floor City Hall, 207 Lafayette Street, Winona, MN 55987

**DEADLINE FOR APPEALS:**

- Variances; Form-Based Standards Decision (End of next business day 10 days following Board of Adjustment decision; typically Monday)
- CUPs, IUPs, Land Disturbance Activity Permits, and Non-Form Based Standards Decision (End of business day 10 days following Planning Commission decision; typically Thursday)
- Certificate of Appropriateness (COA) Decision (End of business day 15 working days following Heritage Preservation Commission decision; typically Wednesday)

<b><u>Appellant:</u></b>	
<i>Company/Individual</i> _____	
<i>Contact Person</i> _____	<i>E-Mail</i> _____
<i>Mailing Address</i> _____	<i>Office Phone</i> _____
<i>City/State/Zip</i> _____	<i>Mobile Phone</i> _____

The following is required to file a valid appeal:

1. The appellant must be a party in interest aggrieved by the decision of the Board of Adjustment, Planning Commission, or the Heritage Preservation Commission. A party in interest is a person upon whom a decision has made a tangible impact. The party shall establish the tangible impact in this application. A party in interest includes applicants, owners of adjacent property, and residents of the City of Winona.
2. A **written statement** of the reasons for the appeal. The reasons must be based on the review criteria considered by the applicable board or commission. City staff will provide a list of the applicable criteria. The statement must 1) Establish a tangible impact, 2) Succinctly state the facts, 3) Be accompanied by such documents or exhibits the appellant believes are required, and 4) State the relief requested. The statement must be dated, signed, and submitted with this application.
3. Appeal fee for Certificate of Appropriateness (COA): \$110.00  
Appeal fee all others: \$215.00

Following submittal of a valid appeal, the City Clerk will schedule a public hearing in front of the City Council. You will have a maximum of 20 minutes to present your case to the Council at the meeting. The City Clerk will advise you of the meeting date and time. Questions about this form or the appeal process can be directed to the City Clerk's office at 507-457-8200.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Staff Use Only

Date Received: \_\_\_\_\_

Receipt # \_\_\_\_\_

Parcel #: \_\_\_\_\_