



**City of  
Portland, Oregon  
Bureau of Development Services**  
FROM CONCEPT TO CONSTRUCTION

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[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

# Residential Demolition Permit Appeal Application

Demolition Permit Number: _____
For Proposed Demolition at: _____
The property is currently owned by: _____
The last day of the initial 35-day notice period: _____

The above information can be obtained using [www.portlandmaps.com](http://www.portlandmaps.com). Permit information can be located by clicking the Permits button under Permits & Zoning. Property ownership information can be found by clicking Assessor, then Assessor detail button.

**This two page form must be received by the Bureau of Development Services (BDS) staff no later than 4:30 PM on the date below. BDS WILL REJECT ANY APPEAL RECEIVED BY BDS PERMITTING SERVICES STAFF AFTER THE DATE LISTED BELOW, REGARDLESS OF PROOF OF MAILING. You are strongly encouraged to deliver the appeal packet, which includes this form, the required attachments and the fee or fee waiver, IN PERSON.**

**The last day BDS will accept the appeal packet and fee or fee waiver is: \_\_\_\_\_**

*Bureau of Development Services - Permitting Services Section  
1900 SW Fourth Avenue, 2<sup>nd</sup> Floor  
Portland, OR 97201  
503-823-7300*

**The Permitting Services Section door closes at 3 p.m. each weekday and at noon on Thursday afternoons. PLEASE RING THE DOORBELL if you arrive after these service hours -or- go to the 5th floor reception desk to have Permitting Services staff contacted.**

*Please note in-person processing may take up to 15 minutes to verify and accept your request, so please plan accordingly.*

The Recognized Organization whose boundaries include the demolition site or Interested Party (Appellant) may request that the issuance of the demolition permit be delayed for an additional 60 days beyond the original 35 day demolition delay period by completing this form and submitting the required attachments and either the fee or a fee waiver.

APPELLANT INFORMATION	
Appellant's Name: _____	
Mailing Address: _____	
Phone Number: _____	Fax Number: _____
E-mail Address: _____	
<b>Signature:</b> _____	<b>Date:</b> _____
Name of Person Signing Appeal: _____	Title: _____

# Residential Demolition Permit Appeal Application for Permit # \_\_\_\_\_

## FEE INFORMATION

Only the Recognized Organization(s) whose boundaries include the demolition site may request a waiver of the Appeal Fee collected for the City of Portland Hearings Office. *If the fee waiver is denied, the appealing party must submit the appeal fee to the Bureau within three business days of the denial or the appeal will be rejected.*

**Are you requesting a fee waiver? YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**If NO please provide payment to the City of Portland for \$1,368.00. If you are a Recognized Organization requesting a fee waiver, please complete the following information and sign below:**

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## REQUIRED ATTACHMENTS

\_\_\_\_\_ Copy of the letter sent to the property owner requesting a meeting to discuss alternatives to demolition. Include a copy of the certified or registered mail receipt(s).

\_\_\_\_\_ Evidence of the property's significance to the neighborhood.

\_\_\_\_\_ Narrative describing the plan to save the structure.

\_\_\_\_\_ Pro-forma budget and evidence of funds on hand or a fund raising plan sufficient to meet the financial requirements of that budget.

\_\_\_\_\_ If the "Representative Name" listed with the Office of Neighborhood Involvement does not match the "Representative Name" listed on this document, you must submit additional documentation indicating signing authority for the Recognized Organization(s).

***Failure to provide all of the above REQUIRED information will result in denial of your appeal request.***

Appeals will be forwarded to the Code Hearings Officer and will be governed by the provisions in City Code Section 24.55.200(H) and Chapter 22.10. The appeal may be filed any time within the initial 35-day delay period. If the 35<sup>th</sup> day of the delay period ends on a weekend or a City holiday, it will automatically be extended until the next business day. The demolition permit may not be issued from the time the Bureau receives an appeal application and the fee or fee waiver, until the Code Hearings Officer has rendered a decision or the 60-day extension period has expired.