



## **GUIDELINES OF AN APPEAL OR REQUEST FOR RECONSIDERATION**

The decision of Lakes Highway District granting, granting with conditions, modifying, or denying a permit application may be appealed to the Board of Highway District Commissioners. The decision of Commissioners granting, granting with conditions, modifying, or denying a permit application may be requested to be reconsidered. Any affected person, as defined by Idaho state law or the Director of Highways, may initiate an appeal/reconsideration of a decision rendered pursuant to the jurisdiction.

**CHECKLIST:** A request is made by submitting the following:

- o A written narrative which addresses the following:
    - The appellant's name, address, and telephone number.
    - The appellant's statement describing his or her standing to appeal.
    - Identification of the application which is the subject of the appeal; and
    - The appellant's statement of grounds for the appeal addressing why the appellant believes the decision to be unlawful or inappropriate to the factual circumstances.
  - o Copy of the signed Written Decision (as applicable, i.e., Approach Permit).
  - o Other supporting documents.
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### **NOTE:**

1. Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$1,000.
2. Appeal and Requests for Reconsideration standards shall be with consideration to the Current Associated Highway District Standards found on our website at [www.lakeshighwaydistrict.com](http://www.lakeshighwaydistrict.com).
3. Appeals of the Director of Highways decisions are heard by the Board of Highway District Commissioners.
4. Requests for Reconsideration are heard by the Highway District Commissioners upon a request following a decision of the Districts Commissioners.
5. Reconsideration of Districts Commissioners may only be sought if Commissioners finds any of the following:
  - a. There was a clerical error in the decision.
  - b. The decision resulted from fraud or mistake.
  - c. There is new evidence for the record or a change in circumstances.
  - d. There was a procedural error.
  - e. The decision was made in violation of substantive law.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review.