

Procedure for Appeal of Development Review Board Decision

Your Notice of Appeal must be received in the office of the Zoning Administrator within the thirty day appeal period that begins the date the Notice of Decision was signed.

Step One: Appellant

Send the following via Certified Mail to Michael Brands, Zoning Administrator, Woodstock Town Hall, P O Box 488, Woodstock, Vermont 05091

- Copy of the Notice of Decision to be appealed
- Notice of Appeal

Step Two: Zoning Administrator

Upon receipt of Notice of Appeal, the Zoning Administrator will send the following via Certified Mail to Appellant

- List of Interested Parties
- Procedure for Appeal (this sheet)

Step Three: Appellant

Upon receipt of list from Zoning Administrator, the Appellant needs to send to all interested parties:

- Notice of Appeal
- Cover Letter stating:
 - ▶ Interested parties have 20 days to notify the Environmental Court if they want to become party to the appeal
 - ▶ Environmental Court's address and phone number

Send the following via **Certified Mail** to the Environmental Court:

- Appellant's Notice of Appeal
- Appellant's Check (\$265 payable to Vermont Environmental Court)
- Appellant's Notice of Decision
- List of Interested Parties

All questions should be addressed to
Vermont Environmental Court
32 Cherry Street
2nd floor, Ste. 303
Burlington, VT 05401
802-828-1660

Date

Vermont Environmental Court
32 Cherry Street
2nd Floor, Suite 303
Burlington, VT 05401

Re: Notice of Appeal

To Whom It May Concern:

Pursuant to Title 24 V.S.A., Chapter 117, Section 4471(a), we hereby appeal the
Decision of the Woodstock _____,
Application # _____, dated _____.

Sincerely,

(include applicant-appellant's name, title, address, phone)

Sent by Certified Mail # _____

Date: _____

To: Michael Brands, Zoning Administrator
Town of Woodstock
P O Box 488
Woodstock, Vermont 05091