

# Petition for Appeal of Administrative Decision

Clay County Planning & Zoning  
3510 12<sup>th</sup> Avenue South, PO Box 280  
Moorhead, MN 56561-0280  
Tel (218) 299-5005  
[planning@claycountymn.gov](mailto:planning@claycountymn.gov)

**Application Fee: \$225.00**

<b>Owner</b>	_____	Parcel # _____
Mailing Address	_____	Permit # _____
City	_____	Date Submitted _____
State, Zip	_____	60 Days _____
Day Phone	_____	Fee \$ _____
Cell Phone	_____	
Email	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____
<b>Applicant</b>	<input type="checkbox"/> Applicant Same as Owner	
Name	_____	
Address 1	_____	
Address 2	_____	
City	_____	
State, Zip	_____	
Email	_____	
Day Phone	_____	

We (I) the undersigned do hereby respectfully petition the Clay County Board of Adjustment to appeal an administrative decision made by the Clay County Planning Director or the Clay County Planning Commission. Said appeal is being made in accordance with the provisions of 8-5-4C of the Clay County land Development Ordinance.

1. State the decision that is being appealed: \_\_\_\_\_

2. This decision was made by the:

- Clay County Planning Director
- Clay County Planning Commission

3. Describe the nature of and the justification for your appeal:

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

4. State the outcome that you desire from the appeal:

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

To the best of my knowledge, I certify that the information provided on this application and accompanying documents is true and accurate.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Fee paid: \_\_\_\_\_ Date paid: \_\_\_\_\_ Hearing date: \_\_\_\_\_

Final approval is:  Granted  Denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**Chairperson, Clay County Board of Adjustment**