

**LEWIS COUNTY PUBLIC WORKS
PROPERTY MANAGEMENT
RELOCATION APPEAL PROCESS**

Any person(s), business or non-profit organization (NPO) aggrieved by a determination as to eligibility for, or the amount of any payment for relocation assistance may file a written appeal with Lewis County Public Works, Property Management within sixty (60) days of a final written determination granting or denying eligibility for relocation payment, or of an amount of payment. No specific form or format is required; however, the statement or letter, at a minimum, should include the following:

1. Date of statement or letter
2. Name of the displaced person(s), business, or NPO
3. Project title
4. Parcel number
5. An explanation of what the aggrieved party is claiming; all facts, reasons, and any supporting documents explaining why the aggrieved party believes they are eligible or that a claim should be paid; or why they are otherwise aggrieved.
6. Address, phone number, and signature of the displaced person, representative, or attorney.

Any aggrieved party has a right to be represented by legal counsel or other representative in connection with his/her/their appeal, but solely at their own expense. Any aggrieved party shall be permitted to inspect and copy all materials pertinent to the appeal.

Upon receipt of a written statement or letter from an aggrieved party or their representative, the Property Management Division of Lewis County's Department of Public Works will have its Relocation Review Board consider all pertinent justifications and other materials submitted by the aggrieved party, and all other available information that is needed to ensure a fair and full review of the appeal. The Relocation Review Board will consist of the Public Works Director or their designee, the Real Estate Manager or their designee, and an impartial, experienced Right of Way Consultant, not directly employed by a governmental agency, that is familiar with relocation procedures and laws, such as a Right of Way Consultant that deals with relocations. The officials or their designees on the Relocation Review Board shall not have been directly involved in

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the action being appealed. The relocation Review Board's determination shall be based on a majority vote of its members. The process does not include a formal hearing. Appeals will be reviewed based on the written statement and any supporting documentation submitted by the aggrieved party.

The Relocation Review Board will make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the aggrieved party or their representative a copy. If the full relief requested is not granted, the Relocation Review Board will advise the aggrieved party or their representative of their right to seek judicial review of the decision.