Churchill County Planning Department

Appeals of Staff Decisions

An administrative decision of the planning staff may be appealed by the applicant or any aggrieved party to the commission following the procedures in this section within ten days of the date of the decision. The commission may affirm, modify or reverse the decision.

Procedures for Filing an Appeal

16.08.050 (I)4(a)

Time Limit For Filing

Any decision of the staff may be appealed by the applicant, a protestant or by the district attorney's office if it is in the opinion of said party that any application was improperly granted.

An appeal of a staff decision must be submitted in writing to the commission within ten (10) days of the date of decision.

16.08.050 (I)4(b)

Appeal Application

All appeals shall be filed in writing accompanied with a filing fee, by filing a signed written notice of appeal and application stating therein the reasons why the decision of staff should be amended, modified or reversed.

The appeal application shall specify the project or decision for which the appeal is being requested. The application shall indicate which aspects of the decision are being appealed. The appeal application shall provide the necessary facts or other information that support the appellant's contention that the staff erred in its consideration or findings supporting its decision.

16.08.050 (I)4(d)

Withdrawal Of Appeal

Upon delivery of a signed written statement the appellant may withdraw its appeal at any time prior to the date of the appeal hearing.

16.08.050 (I)4(e)

Notices Of Appeals Hearings

1) Notices of hearing for appeals from decisions of staff shall be given by the planning department to the planning commission by mailing of a notice of hearing to the

petitioner and to all parties involved fifteen (15) days before the date set for hearing.

2) Notice of appeals hearings shall be given by one publication in a newspaper of general circulation at least fifteen (15) days before the date set for the hearing.

Date received: _____

Date of hearing: _____

Filing fee paid: _____

Churchill County Appeal Application

*On a decision by the **Churchill County Planning Staff***

Appeal of Staff Decision

Churchill County Consolidated Code 16.08.050 (I)4(a) Time Limit for Filing: Any decision of the staff may be appealed by the applicant, a protestant or by the district attorney's office if it is in the opinion of said party that any application was improperly granted. An appeal of a staff decision must be submitted in writing to the commission within ten (10) days of the date of decision. If no appeal is received by the commission within the time allowed, such decision may not be appealed.

Churchill County Consolidated Code 16.08.050(I)4(b) Appeal Application: All appeals shall be filed in writing accompanied with a filing fee, by filing a signed written notice of appeal and application stating therein **the reasons** why the decision of staff should be amended, modified or reversed.

The appeal application shall specify the project or decision for which the appeal is being requested. The application shall indicate which aspects of the decision are being appealed. The appeal application shall provide the necessary facts or other information that support the appellant's contention that the staff erred in its consideration or findings supporting its decision.

Applicant's Name: _____

Applicant's Address: _____

_____

Decision Being Appealed: _____

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Date Decision Was Made: _____

Reason why the decision or recommendation of the planning staff should be amended, modified or reversed. Please attach any supporting documentation you believe will support the appeal.

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Applicant's signature Date