PLANNING COMMISSION
NOTICE OF APPEALS FROM ACTION OF THE PLANNING OFFICIAL
Please complete in ink and return to the Planning and Codes Administration Department with required information. Appeals applications require a designation of agent if owner is not the applicant. **Both sides of this application must be completed; incomplete applications will not be accepted.**

| File no.: R - ___ | PIN: ______ - ______ - ______ | Date submitted: / / | Planning Commission meeting date: / / |

### OWNER(S) INFORMATION
- **Last name:**
- **First:**
- **Middle:**
- **Interest**
  - ❑ Sole owner
  - ❑ Co-owner
- **Mailing address:**
- **City:**
- **State:**
- **ZIP Code:**
- **Daytime phone no.:**
- **Fax no.:**
- **E-mail:**

### APPLICANT INFORMATION
**To be completed only if Owner is not Applicant:**
- **Applicant’s last name:**
- **First:**
- **Middle:**
- **Mailing address:**
- **City:**
- **State:**
- **ZIP Code:**
- **Daytime phone no.:**
- **Fax no.:**
- **E-mail:**

### PROPERTY INFORMATION
- **Property address:**
- **Property dimensions:**
- **Property area:**

### DESIGNATION OF AGENT
**To be completed by Owner(s) only if Owner is not Applicant. All owners must sign.**

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this appeal from the action of the planning official.

<table>
<thead>
<tr>
<th>Owner name</th>
<th>Owner signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Owner name</td>
<td>Owner signature</td>
<td>Date</td>
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**To be completed by Applicant:**

I certify that the information in this request is correct.

<table>
<thead>
<tr>
<th>Applicant name</th>
<th>Applicant signature</th>
<th>Date</th>
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## REQUIRED INFORMATION

### 1. Request for appeal
Applicant hereby appeals to the Planning Commission from the action of the Planning Official affecting the property described on this application on the grounds that:

1. [ ] Granting of a permit
2. [ ] Denial of a permit

To permit the following: ____________________________________________ was erroneous and contrary to the provisions of the Land Development Regulations as described in Section __________ or other action or decision of the Planning Official was erroneous as described below:

### 2. How the applicant is aggrieved:

The applicant is aggrieved by the action or decision in that:

### 3. Applicant’s Interpretation of this matter:

The applicant contends the correct interpretation is:
4. Relief demanded:

The applicant requests the following relief: