



# ***NOTICE OF APPEAL OF ACTION***

## **INFORMATION SHEET**

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While we strive to make reasonable decisions in accordance with the regulations the County is required to enforce, there will be times where one party or another will be aggrieved by a staff decision and wish to pursue an appeal.

First and foremost, if you disagree with a staff decision, tell the staff person making the decision and explain your perspective. If you cannot resolve the issue, ask to discuss the matter with their supervisor. Many times equitable resolution can be reached at this level. If still not satisfied, you can move up the organizational structure and discuss the issue with section managers, assistant directors, or the director of the department. Resolving issues at any one of these levels is much more timely and less costly than pursuing formal appeals.

If these methods are unproductive, there are ordinances in place outlining formal appeal processes for administrative decisions. Formal variance and design deviation processes are also available which, depending upon the issues, can lend them towards rectifying concerns.

If in the end, however, you wish to pursue a formal appeal, we strongly recommend you seek legal advice and pay strict attention to any time frames within which an appeal may need to be filed, any required contents of that appeal, and any fees that may be associated with the filing. Please keep in mind that even a hearing body or appeals board is limited in what they can do. Generally, they cannot waive an ordinance requirement.

All appeal hearings will be conducted in facilities that are accessible to persons with physical disabilities.