

DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218, Minden, Nevada 89423 VHR 775.782.6014 * PLANNING 775.782.6217 www.douglascountynv.gov

For Office Use Only	
Date	<u> </u>
Received By	_
Application Number	

APPEAL OF DECISION APPLICATION (TITLE 20.28)

The following application form is provided for persons who wish to appeal a decision of the Vacation Home Rental Board, Planning

information, as prescribed by the su	bmittal requiremen			plete this form and incorporate by the Community Development	
APPLICATION TYPE: (CHECK ALL	THAT APPLY):				
☐ Appeal to Vacation Hon ☐ Appeal to Development			on □ Appeal to Penalty/Fine		
PROJECT LOCATION/INFORMAT	ION:				
Street Address (if available):	1014.			Space/Unit #:	
Assessor's Parcel Number(s):				-1	
PROJECT DESCRIPTION:					
Project Name (if applicable):					
Brief description of appeal:					
<u>Note:</u> Upon review of this	s application, Dou	glas County m	ay require addition	al documentation and/or app	olications.
APPLICANT INFORMATION:					
Appellant			Appellant Representative		
Name:					
			Name:		
Company:			Name: Company:		
Company: Address:					
. ,	State:	Zip:	Company:	State:	Zip:
Address:	State:	Zip:	Company: Address:	State:	Zip:
Address: City:	State:	Zip:	Company: Address: City:	State:	Zip:
Address: City: Phone: Email: A. LETTER OF AUTHORIZATION	ify and verify that I entative to file and laws of the State o	am the person v	Company: Address: City: Phone: Email: with standing to appeaterest in this appeal, ne information contain	al the above reference decision and, also, so hereby certify (or	and do declare)

I certify under penalty of perjury that I am the appellant's representative and that the foregoing statements and answers contained herein, and the information herein submitted, are in all respects true and correct.

B. APPELLANT'S REPRESENTATIVE:

b. APPELLANT 3 REPRESENTATIVE:		
Printed Name	Signature	Date

APPEAL OF DECISION SUBMITTAL CHECKLIST

01. Application Form and Application Fee.

The first two pages of the completed Development Application form, including all required information and signatures, plus one copy of each required checklist item must be submitted along with the appropriate fee. Please review the current fee schedule to determine the correct application fee.

02. Justification letter.

- A. The basis for the appellant's standing to appeal (i.e. applicant, property owner within public notice radius);
- **B.** Statement as to whether the appeal is an appeal of a final decision or condition(s) of approval. If a condition, please note the condition number(s) and the specific wording of the condition(s).
- **C.** Written Statement of the reasons why the final decision or condition was erroneous.

02. Digital Copy of Application Material.

Each item required by this submittal checklist must be included in pdf format. The pdf files must be submitted via email or a file sharing service acceptable to the county. The pdf files must be unprotected allowing read/write access by staff. Each pdf file must be named according to the submittal requirement checklist, e.g. "01. Application Form.pdf".

03. Personal Notification. (See County Code 20.20.030) (Not applicable to Penalty/fine appeals)

Mailing labels, mailing lists, and notification boundary maps must be purchased from Douglas County GIS (Ph: 775-782-9894) (Title 20.20.030). The following must be submitted for personal notification of the project:

- **A.** A current <u>list</u> of property owners, mailing addresses, and APNs for all owners of property within the required radius (see below) of any boundary of the subject parcel(s) as shown on the latest County assessment roll.
- **B.** A set of size #10 mailing <u>envelopes</u> (provided by the applicant) containing the property owner's name and mailing address for all properties within the required radius. The envelopes must be stamped (not metered) and contain the County's return address: (No peel and stick envelopes).

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C. A notification boundary <u>map</u> showing the required radius boundary for property owners to be notified, as shown on the latest tax assessor rolls for the County, on 8-1/2" x 11" paper. This shall include scale, north arrow, and the subject property's relationship to existing roads, with a notification radius per Title 20.20.030 Personal Notice of Public Hearing.