



INSTRUCTIONS

ENVIRONMENTAL DIVISION REASON TO APPEAL

1. The appellant must complete the attached application form. All blanks must be filled in and blanks not applicable should be noted as N/A (not applicable).
2. The appellant shall provide, at the time of filing the application, narrative and any documentation to support the appeal.
3. The appellant must submit a copy of the denial letter received from the Environmental Utilities Superintendent from which the appeal is being made, a statement in writing justifying the reason to appeal the decision, and a scaled drawing, if applicable.
4. If you intend to rescind your appeal, you will need to provide written notice.

RENO COUNTY SANITATION COMMISSION APPEALS



Case No. _____

Date Filed _____

ENVIRONMENTAL DIVISION REASON TO APPEAL

1. Name of Appellant _____
Mailing Address _____
Email _____ Phone _____
Name of Agent _____
Address _____
Email _____ Phone _____
Relationship of applicant to property is that of _____
(owner, tenant, lessee, other)

2. The appellant herein appeals from a decision, determination, or a denial of the Environmental Division as follows _____

for property located _____
in Reno County.
The decision was rendered on _____ (Date) and refers to
Section _____ of the Reno County Sanitation Code Regulations.



3. The appellant hereby declares that he/she has submitted the following required material, together with and as part of the appeal:
 - A. A clear & accurate narrative of the proposed work or use.
 - B. The denial, requirement, decision or determination by the Environmental Division, which the appellant believes to be in error, and the principal points supporting the appellant's allegation of errors.
 - C. Specific reference to that Section of the Reno County Sanitation Code under which it is claimed the permit should be issued.
 - D. Drawings or plans for the proposed work or use in relation to the adjacent buildings and property, if applicable.

OFFICE USE ONLY:

Received by the Environmental Division, at _____ (A.M.)(P.M.) on this ____ day of _____,
20____.

Name and Title