

**APPEAL OF ACTIONS BY CITY OF RENO ADMINISTRATIVE  
OR ENFORCEMENT OFFICIALS TO HEARING OFFICER/EXAMINER**  
(To be filed in Reno City Clerk's Office, 1 East First Street, Second Floor)

**Re:** Case/Citation No. \_\_\_\_\_ (Circle One: Business License,  
Code Enforcement Violation, or Title 18 Administrative Decision or Interpretation)

**I.** As an appellant, I certify I am an aggrieved person<sup>1</sup> or his/her representative, the applicant or his/her representative, the Mayor of the City of Reno, or a member of the Reno City Council and have a right of appeal to a Hearing Officer/Examiner.

**II.** In accordance with the Reno Municipal Code, §§ 18.06.208 and/or 1.05.525, I do hereby appeal the action of the administrative or enforcement official for the following reason(s) (attach additional pages, if necessary):

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**III.** I certify that the above reasons are based upon evidence presented to the administrative or enforcement official before his/her action was taken.

**A.** If the appellant presents plans or materials not previously presented to the administrative or enforcement official, the Hearing Officer/Examiner may remand the matter to the administrative or enforcement official for additional hearings regarding the newly presented items.

**B.** Anyone, including the appellant, may address the Hearing Officer/Examiner by written communications. Materials should be submitted to the City Clerk's Office 5 working days prior to the Hearing Date. If material is untimely presented to the Hearing Officer/Examiner, the Hearing Officer/Examiner may continue the hearing to a later date.

**IV.** I understand that the appeal fee is \$55 and that the appeal will not be processed until the appeal fee is paid.

By: \_\_\_\_\_  
Firm Name/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Receipt No: \_\_\_\_\_

<sup>1</sup> An aggrieved person is one whose personal right or right of property is adversely substantially affected by the action of the administrative or enforcement official.