

Council Hearing Date: \_\_\_\_\_

Council Hearing Time: \_\_\_\_\_

**APPEALS OF ACTIONS BY CITY OF RENO PLANNING COMMISSION, CITY OF RENO HEARING EXAMINER, OR BOARD OF APPEALS TO RENO CITY COUNCIL**

(To be filed in Reno City Clerk's Office, 1 East First Street, Second Floor)

**Re:** Case No. \_\_\_\_\_

**I.** I certify I am, or represent, an aggrieved person who has a right to appeal.<sup>1</sup> The aggrieved person's rights, or his property rights, were adversely and substantially affected by a decision of the Planning Commission, Hearing Examiner, or Board of Appeals (as applicable, "Lower Body") as follows (continue explanation on back or attach pages, if necessary):

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**II.** In accordance with Reno Municipal Code, Chapter 18.06, Article II, §18.06.208, I appeal the decision of the Lower Body.

**III.** I certify that the above reasons are based upon information presented at the underlying hearing held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

A. If the aggrieved person presents information to the Reno City Council ("Council") not previously presented at the underlying hearing, the Council may remand the matter to the Lower Body for additional hearings regarding the newly presented items.

B. Anyone, including the aggrieved person, may address the Council by written communication. Materials should be submitted to the City Manager's Office five working days prior to the Council hearing date set forth above. If information is untimely presented, Council may continue the hearing to a later date.

**IV.** I understand that the appeal fee is \$55, and the appeal will not be filed until the fee is paid. The appeal is non-refundable.

**V.** Signature of Aggrieved Person: \_\_\_\_\_

or

Name of Aggrieved Person: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Firm Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_

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<sup>1</sup>An aggrieved person, which may be business entities and/or the City of Reno, is one whose personal right or right of property is adversely and substantially affected by the action of the Lower Body. Each aggrieved person must make his/her/its own appeal. Each appeal will be considered separately on its own merits.