



**Notice of Review**

This notice is pursuant to Ordinance 09-01

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First)

Address for Waiver/Violation Appeal \_\_\_\_\_  
(Street) (City) (Zip)

Violation No. (if applicable) \_\_\_\_\_

Pursuant to Ordinance 09-01, if, due to unique circumstances, a specific requirement of the Ordinance restrictions would result in undue hardship, additional supporting documents are found, or the violation was made in error, an appeal can be submitted to the District no later than the close of business on the day before the date scheduled for enforcement action. Any Notice of Violation not timely appealed will be final.

The waiver may be granted, conditionally granted or denied based upon any included support documents. These documents can include a written statement of explanation, photographs, maps, drawings, etc.

Further, pursuant to Ordinance 09-01, Section 7, the General Manager’s Designee will act upon any completed Notice of Review (Exhibit I) no later than seven (7) calendar days after receipt of the appeal with a Notice of Decision (Exhibit J) sent to the address requesting the appeal. The decision of the Designee can be appealed to the General Manager, with the completion of another application within seven (7) days of the date of denied waiver. The General Manager will act upon the appeal within thirty (30) calendar days. The decision of the General Manager is final.

*I understand that any information provided on this form or in supporting documentation that is found to be willfully falsified shall result in an automatic denial of the appeal.*

Signature \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_  
Conditionally Approved \_\_\_\_\_  
Denied \_\_\_\_\_