



## DEPARTMENT OF COMMUNITY DEVELOPMENT PUBLIC BULLETIN

### APPEALS – STEPS TO TAKE

Any person directly affected by a decision of an inspector from the Department of Community Development (DoCD) has the right to appeal to the Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order from the inspector was served.

Application for an appeal to the board must be accompanied by a properly filled form provided by the DoCD within the time limit specified by the codes (20 days) and payment of the Application to Appeal fee. Application to Appeal forms are available at the DoCD offices during normal business hours.

The Board of Appeals will not consider applications for a hearing unless the following are provided:

1. The completed application form.
2. A written explanation that demonstrates that the appeal is based on a claim that the true intent of the building code, property maintenance code or city ordinance or rules adopted for enforcement of the code or ordinance have been incorrectly interpreted, the provisions of the code or ordinance does not fully apply or that the requirements of the code are adequately satisfied by other means. NOTE: Appeals must not be an attempt to have the DoCD or the building official waive a provision of the building code, the property maintenance code, a city ordinance or a state or federal law.

Rules concerning burden of proof, evidence, possible outcomes, refunds, etc. are found on the back of the application form or can be read online at the City of Guymon website.

