



# APPEAL FORM

Sanitation Department

1240 North Boo Road • Burns Harbor, IN 46304

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Ordinance requires filing an appeal within one (1) year from the existence of circumstances upon which the appeal is based. Documentary evidence supporting an appeal must be submitted with completed appeal form to the Sanitation Clerk. The Sanitary Board will place the matter on the agenda of an upcoming board meeting at which the appellant shall appear to present his/her case. The Sanitary Board must issue a decision within sixty (60) days after the hearing.

Name of Appellant: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Existence of Circumstance: \_\_\_\_\_ Sanitation Account Number: \_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_

Number of documents submitted with this form: \_\_\_\_\_

Description of documents submitted with this form:

\_\_\_\_\_

Signature of Appellant \_\_\_\_\_

Printed Name of Appellant \_\_\_\_\_

Date \_\_\_\_\_

**THIS BOX FOR OFFICE USE ONLY**

Signature of Personnel Member accepting form \_\_\_\_\_

No. of documents submitted with form \_\_\_\_\_

Date \_\_\_\_\_

