

# REQUEST FOR AN APPEAL

Portage County Building Department  
449 S. Meridian Street, Ravenna, OH 44266  
Phone: 330-298-4503 Fax: 330-297-3896

Date Received
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PCBBA Case # _____
Check # _____
Receipt # _____
Hearing Date _____
Result _____

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Twp/Village \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

General instructions: the application for an appeal must be received within thirty (30) days of the mailing of the adjudication order or citation letter. You must include a copy of the order or letter and submit your reasons for this appeal and any other information you wish the Board to consider. At the hearing, you may be represented by legal counsel and provide such testimony as you deem appropriate.

ITEM (s) APPEALED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIEF SOUGHT (explain in detail what relief you seek and why you believe you are entitled to relief)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Type of Appeal</u>		<u>Fee</u>
[ ] Portage County Board of Building Appeals	\$ 75.00	\$ _____
[ ] Portage County Flood Hazard Reduction Appeals	75.00	\$ _____

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make check payable to: Portage County Treasurer**