



Community Development, 1200 L.W.Besinger Drive, Carpentersville, Illinois 60110
Telephone (847) 551-3478 Fax (847) 426-0864 TDD (847) 426-9609

NOTICE OF APPEAL

Please submit all information requested and type or print application in black or blue ink.

PART I : GENERAL APPLICATION INFORMATION

Street Address of Subject Property : _____

Name of Property Owner: _____

Address of Property Owner: _____

Daytime Telephone Number: _____

E-Mail Address: _____

Name of Petitioner: _____

Daytime Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Date of Notice of Violation: _____

Code Section being Appealed: _____

PART II: APPEALS PROCESS

NOTICE TO APPLICANT:

Pursuant to Section 20-02-010 of the Carpentersville Municipal Code, a petition for an Administrative Appeal shall be accompanied by a \$100.00 filing fee per each Village code section appealed.

Section 2.52.040.C of the Carpentersville Municipal Code:

Administrative Appeals: An appeal to the commission relative to matters set forth in Title 15 and Title 16 of this Code may be taken by any person aggrieved or by any official, department, or board of the village. The appeal shall be taken within twenty (20) days of the action complained of by filing, with the official from whom the appeal is taken and with the commission, a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the commission all the papers constituting the record upon which the action appealed from was taken.

An appeal stays all proceeding in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the commission, after the notice of appeal has been filed with him or her, that by reason of facts stated in the certificate a stay would, in his or her opinion, cause imminent peril to life or property. In this event the proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the commission or by a circuit court on application and on notice to the officer from whom the appeal is taken, and on due cause shown.

The commission shall fix a reasonable time for the hearing of the appeal and give due notice thereof (which shall not be less than ten (10) days) to the parties and decide the appeal within a reasonable time. Upon the hearing, any party may appear in person or by agent or by attorney. The commission may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination as in its opinion ought to be made in the premises, and to that end has all the powers of the officer from whom the appeal is taken, and on due cause shown.

Section 15.02.090 of the Carpentersville Municipal Code:

Appeals: Any person directly affected by a decision of a code official or notice or order issued under this Title shall have the right to file an appeal to the Carpentersville Planning and Zoning Commission pursuant to Section 2.52.040 of the Municipal Code. An application for an appeal shall be based on a claim that the true intent of this Title, the Municipal Code, or the rules adopted herein, have been incorrectly interpreted, the provision(s) of this Title or this Code do not fully apply or an equivalent form of construction is used.”

PART III: REASON FOR APPEAL

- Incorrectly Interpreted Provisions Do Not Apply Equivalent Construction Used

Check one box above and provided a detail explanation of the reason for appeal (use additional pages if needed):

PART IV : APPEAL AUTHORIZATION

The petitioner, having read this application and fully understanding the purpose thereof, declares that the preceding statements made are true and that the information provided herein is complete to the best of the petitioner’s knowledge and belief.

Signature of Owner(s):

Signature of Petitioner(s):

Date: _____

Date: _____

FOR OFFICE USE ONLY

12/03/08

Date Submitted: _____

Administrative Fee Received by _____

Received by _____

Application Checked by _____