



# CITY OF RUSHVILLE

330 N. Main Street, Suite 200  
Rushville, Indiana 46173  
(765) 932-3735

## RUSHVILLE ADVISORY PLAN COMMISSION ADMINISTRATIVE APPEAL APPLICATION Subdivision Control Ordinance 2016-2

**Applicant Information** (the person filing the appeal)

Name: \_\_\_\_\_

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

(Number) (Street)

(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Decision Being Appealed**

On the following date \_\_\_\_\_, I was notified by \_\_\_\_\_ that the following request was not permitted by the subdivision control ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Basis of Appeal Summary**

I feel this request is permitted by the subdivision control ordinance for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Executive Director Use Only:**

Date Application Filed: \_\_\_\_\_

Docket No.: \_\_\_\_\_

Date Original Application Filed: \_\_\_\_\_

Request Submitted: \_\_\_\_\_

**Applicant's Signature**

I understand that it is my responsibility to provide the information and evidence to show that the decision of Executive Director, other Advisory Plan Commission staff member, or any other administrative official or board is incorrect and the proposal complies with the requirements of the subdivision control ordinance. I understand that the appeal must be filed within 30 days of the decision that is alleged to have been in error. The information included in and with this application is completely true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

## **ADMINISTRATIVE APPEAL - APPLICATION CHECKLIST**

**(Rushville Subdivision Control Ordinance: 2016-2 – Appeal Process and Procedures)**

**The following shall be included in the Administrative Appeal Application. The applicant is responsible for providing any other information requested by the Executive Director or his/her designee to demonstrate compliance with the requirements of an Administrative Appeal.**

### Administrative Appeal Application Checklist:

- Administrative Appeal Application
- Original Submittals (5 hard copies of all materials upon which the decision was based)
- Written Decisions, if applicable (5 hard copies of any written decisions that are the subject of the appeal)
- Appeal Basis Letter (5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Executive Director of a letter describing the reasons for the appeal noting specific Chapters of the Rushville Subdivision Control Ordinance or other standards applicable in the City upon which the appeal is based)