

ENVIRONMENTAL COMPLIANCE DIVISION

COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGEMENT DEPARTMENT		
UNIFIED PROGRAM FEE DISPUTE RESOLUTION PROCEDURE		
SUPERSEDES: N/A	APPROVED BY: Elise Rothschild  Chief, Environmental Compliance Division	REVISION DATE 09/09/11

Appeals

If a facility or business alleges that fees or other related costs have been incorrectly or inappropriately applied or calculated, they may appeal such determinations as follows:

- A. The appellant must submit in writing the basis for their appeal and request for reconsideration. The Director of the Environmental Management Department (EMD) will review the request and order a hearing.
- B. The hearing shall be scheduled before the Environmental Management Director within 15 calendar days of receipt of a request for hearing. The hearing may be held after the 15-day deadline upon mutual consent of EMD and the appellant
- C. The appellant shall be notified in writing via certified mail of the hearing date, time, and location.
- D. A staff report shall be prepared and presented to the Director prior to the hearing. At a minimum, it shall include all of the following
 - 1. Summary of events and staff recommendation.
 - 2. Inspection documents (if applicable).
 - 3. Any applicable photographs or other evidence.
 - 4. Copies of all notices.
- E. The Director of EMD shall issue by certified mail a written notice of decision to the appellant within five working days following the hearing. In the event that the decision results in the denial, suspension or, revocation of a permit to operate, the notice shall specify the acts or omissions with which the permittee or appellant is charged, and shall state the terms of the denial or suspension, or that the permit has been revoked.