

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES

Policy No.	<u>6100.026.1991</u>	Draft	<u> </u>
	Div Pol Yr		
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	Div Pol Yr		
Date:	<u>April 30, 1991</u>	Pages	<u> 1 </u>
Topic:	<u>Informing Applicant/Permittee of Right to Appeal Permits Issued</u>		
Distribution:	<u>APCD Staff</u>		

According to District Rule 209 and the California Health and Safety Code (H&SC) Section 42302.1, all applicants/permittees have the right to appeal any permit (ATC, PTO, REEVAL) issued in final form by the District. Applicants/permittees should always be advised of this in writing by the permit engineer when objections to permit conditions are raised during processing. This notification should:

- (a) inform applicant/permittee that any discussions or meetings with District staff during or after permit processing do not constitute an appeal under Rule 209;
- (b) indicate that the appeal period lasts only ten (10) calendar days after issuance of the final permit;
- (c) state that discussions or meetings with District staff do not stop or delay the appeal period once the final permit is issued;
- (d) advise the applicant/permittee that only a formal application to the Hearing Board can initiate an appeal;
- (e) refer the applicant/permittee to the Clerk of the Hearing Board for specific information concerning appeal initiation and procedures.

The standard cover letters for final permits (ATC, PTO, REEVAL) have been revised to convey the above information in an acceptable format. District staff should ensure that these letters accompany every final permit that is sent to the applicant/permittee.

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

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