



CITY USER FEE REQUEST TO APPEAL APPLICATION DENIAL



PLEASE READ CAREFULLY. By signing this form, you are acknowledging that you have read and understand the following:

- Fields marked with an (*) are required - incomplete applications will be immediately returned without consideration.
- If you received a new bill following your application's denial, that bill **MUST** be paid in full by the due date. Filing an appeal does not constitute an extension the due date.
- One appeal form per application being appealed. For example, if you were denied for both a Low-Income Exemption application and a Pond Credit application, you would need to submit two appeal forms - one for each application type.
- Please visit www.coj.net/cityfees or call 630-CITY (2489) to learn more about the criteria used to review the application under appeal. To ensure a successful appeal, you must demonstrate that you meet the criteria for approval.
- Appeals will be reviewed by the appropriate Department Director or, in the case of credits, by the City Council Committee overseeing utilities. Appellants will be contacted if more information is required, and/or when a decision has been made. Appellants may or may not be asked to appear in person to discuss the appeal.

Please mail form to:
 City Fee Application Appeals
 214 N. Hogan Street, 10th Fl.
 Jacksonville, FL 32202
 Fax: 904-255-8905

PLEASE PRINT

*APPLICANT NAME: _____

APPLICANT ADDRESS: _____	*PHONE: _____
	E-MAIL: _____

*TYPE OF APPLICATION BEING APPEALED (one type per appeals form - i.e., Permitted Pond Credit):

*REAL ESTATE NUMBER(S) AFFECTED (Subdivision/development name acceptable, if applicable. No addresses, please. Use additional sheets if needed.)

***PLEASE EXPLAIN IN DETAIL WHY YOU FEEL THE DENIAL SHOULD BE REVERSED. TO SUPPORT YOUR POSITION, ATTACH DOCUMENTATION APPROPRIATE FOR THE TYPE OF APPLICATION UNDER APPEAL. (ex.: measurements, plans, photos, property record card/ income statements / 501(c)(3) docs from IRS / engineering, drainage studies) REFER TO THE STORMWATER UTILITY ADJUSTMENTS & CREDITS MANUAL FOR ADDITIONAL ASSISTANCE.**

WAS SOME OR ALL OF THIS INFORMATION INCLUDED WITH YOUR INITIAL APPLICATION? Yes No Not Sure

*APPLICANT SIGNATURE: _____

OFFICE USE ONLY	ROUTING: <input type="checkbox"/> DPW/EN <input type="checkbox"/> DPW/SW <input type="checkbox"/> RCS/BHSD <input type="checkbox"/> CC/LS	Date Rec'd
COMMENTS:		