



PLANNING & DEVELOPMENT DEPARTMENT  
APPEAL OF AN ADMINISTRATIVE ACTION  
TO HEARING OFFICER FOR  
LARGE SPECIAL EVENT PERMIT  
REVIEW OF AN APPEAL TO A HEARING OFFICER

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PROCEDURES FOR APPEALING AN ADMINISTRATIVE COUNTY ACTION
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APPEAL FORM

**\*Note:** As of December 31, 2012, All Appeal applications are subject to ARS §11-1605.  
- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2



## PLANNING & DEVELOPMENT DEPARTMENT

### PROCEDURES FOR APPEALING AN ADMINISTRATIVE ACTION FOR LARGE SPECIAL EVENT PERMIT TO A HEARING OFFICER

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#### PROCEDURES FOR APPEALING AN ADMINISTRATIVE COUNTY ACTION

##### **Process**

Per ARS §11-832, the property owner has the right to appeal the County's action within 10 days after determination or revocation is made on a Large Special Event Permit.

Upon receipt of an appeal submitted within the 10 day appeal period, staff will refer the matter to a Hearing Officer within 5 business days of receiving the required appeal form and accompanying documentation. Staff will schedule a hearing with a Hearing Officer within 10 days of receipt.

The Hearing Officer shall issue a decision on the appeal within ten (10) business days after the appeal is heard. The Hearing Officer's decision is final. Judicial review of the final decision shall be pursuant to Title 12, Chapter 7, Article 6.

##### **Can a Hearing Officer's Decision be appealed?**

Yes, at any time within 30 days after the Hearing Office has rendered a decision, the property owner may file for a trial de novo in the superior court.

##### **Are there fees associated with an Appeal?**

There are no fees associated with an appeal to a Hearing Officer.

##### **Items needed for Filing an Appeal:**

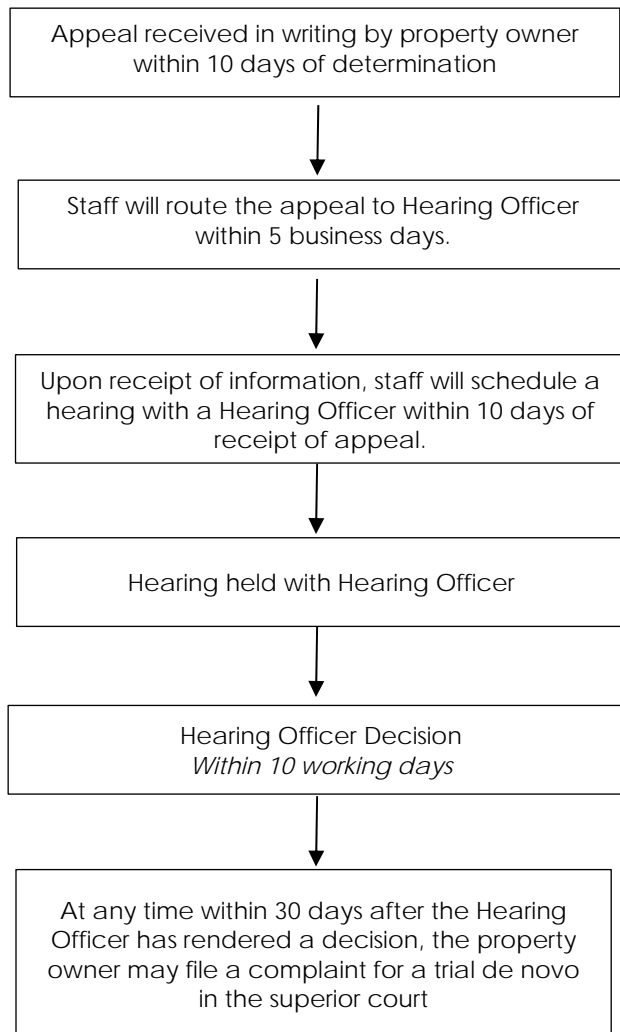
- Completed Large Special Event Appeal Application Form
- Narrative (letter) referencing the condition/s the property owner is appealing and why

The above listed items, shall be filed or e-mailed to

Maricopa County Planning and Development Department  
Planning Services Branch  
501 North 44th Street, Suite 200  
Phoenix, AZ 85008

[PNDSpecial.Events@maricopa.gov](mailto:PNDSpecial.Events@maricopa.gov)

## LARGE SPECIAL EVENT PERMIT APPEAL PROCESS FLOWCHART





**MARICOPA COUNTY  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**LARGE SPECIAL EVENT APPEAL APPLICATION FORM**

Tracking Number:		
Appeal Type: <input type="checkbox"/> Denial of Large Special Event Permit <input type="checkbox"/> Revocation of Large Special Event Permit		
<b>APPLICANT INFORMATION</b>		
Name:		
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		
<i>PLEASE DESCRIBE REASON FOR APPEAL FOR EACH CONDITION BELOW (ADDITIONAL SHEETS MAY BE ATTACHED)</i>		

Applicant or Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_