

Appeal and Escalation Instructions for Informal and Formal Requests

Annex C

Informal Review

Instructions and additional information regarding the Appeal and Escalation process for an informal review request:

Complete the Appeal and Escalation form and submit it to your Permit District office address on page one of the Denial Notification. Forms may be sent by mail, email or hand delivered.

To appeal a denied permit application, the District Office must receive this form no later than 15 calendar days after the date of the Notice of Denial of the permit application.

If the Appeal and Escalation Request for an Informal Review is received within the required time-frame (15 calendar days), the District Office will send you a Notice of Informal Review. The Notice will be sent to the mailing address and/or email address listed on the Appeal and Escalation Request form.

The Notice of Informal Review will be sent within 20 calendar days of the scheduled Informal Review and will include the time, date, and location of the Informal Review.

During the Informal Review you may represent yourself or you may be represented by an attorney.

If you plan to have an attorney present, you must notify the District Office in writing at least ten business days prior to the date of the Informal Review. Failure to notify the District that an attorney will be present during the Informal Review shall result in the exclusion of your attorney.

You may present evidence or materials in support of your position.

An Informal Review is not recorded, unless you request and pay for such services.

The District Engineer or District Administrator will issue a written decision within five business days of the Informal Review and provide such decision to you and any other participants of record, via certified or registered mail to the address listed on the Appeal and Escalation for Informal Review form.

If you are not satisfied with the decision of the District Engineer or District Administrator, you may appeal the decision to the State Engineer through a Formal Review request. Information on how to request a Formal Review will be provided to you if the Informal Review decision is not to your satisfaction.

Formal Review

Instructions and additional information regarding the Appeal and Escalation process for a Formal Review Request:

Complete the Formal Review Request form and submit to the address on the front of this form; by mail, email or hand deliver.



To appeal a denied permit application, the District Office must have received a Grievance and Request for Informal Review form no later than 15 calendar days after the date of the Notice of Denial of the permit application. The Formal Review takes place when the applicant is not satisfied with the results of the Informal Review .

If a Formal Review Request form is received within the required time-frame (15 calendar days), the State Engineer's Office will send you a Notice of Formal Review. The Notice will be sent to the mailing address and email address listed on the Formal Review Request form.

The Notice of Formal Review will be sent within 20 calendar days of the scheduled Formal Review and will include the time, date, and location of the Formal Review.

During the Formal Review you may represent yourself or you may be represented by an attorney.

If you plan to have an attorney present, you must notify the State Engineer's Office in writing at least ten business days prior to the date of the Formal Review. Failure to notify the State Engineer's Office that an attorney will be present during the Formal Review shall result in the exclusion of your attorney.

You may present evidence or materials in support of your position.

The State Engineer will issue a written decision within five business days of the Formal Review and provide such decision to you and any other participants of record, via certified or registered mail to the address listed on the Formal Review Request form.

Decisions from the State Engineer's Office are final.