



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Regulatory Bill of Rights - Complaints and Appeals	Policy Number	Page
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I. Purpose

To establish complaint receipt procedures for use by individuals adversely affected by ordinances, rules, substantive policy statements, or county or flood control district practices alleged to violate A.R.S. §§11-251.18, 48-3609.02, Title 11 Ch. 11, or Title 48 Ch. 21 Art. 2 of the Arizona Revised Statutes (Regulatory Bill of Rights).

II. Procedure

- A. Complaints:** Individuals alleging that they have been adversely affected by a county or flood control district ordinance, rule, substantive policy statement or practice in violation of the applicable Regulatory Bill of Rights may submit a written complaint to the relevant department Director or their designee. The written complaint must contain the name and address of the adversely affected person making the complaint, reference to the specific ordinance, rule, regulation, substantive policy statement or practice alleged to violate the Regulatory Bill of Rights together with the factual and legal basis for the complaint. The department Director or designee will have fifteen business days following receipt of the complaint to review the complaint and respond to the complainant.
- B. Appeals:** A complainant may, within five business days of a response from the relevant department Director, appeal the department response by submitting a written appeal to the County Administrator or designee.

Adoption Date: November 17, 2015

Effective Date: November 17, 2015