



## GUIDELINES

### Sections I

#### Property Owner Information:

##### PLEASE PRINT OR TYPE ONLY.

Applicant must provide proof of ownership of the property requesting an appeal.

- Deed (Contact Recorders office) *ph. 465-3465*
- Tax Statement (Contact Treasurer's office) *ph. 465-3470*

**Multiple Parcels:** Applicants wishing to appeal on more than one parcel must file a separate form for each parcel that has a separate property identification number (PIN).

### Section II

#### Property Information:

Parcel Number or (PIN) is an 18 digit number. (*Example: 64-12-34-567-890.000-123*)

This information is located on your tax bill or you may find it on your record card by using the Porter County's Assessor's website: [www.porterco.org](http://www.porterco.org).

Property Use: This information is determined by the Assessor and is located on your taxes.

The Land Use codes are as follows:

- Agricultural – Land Use Codes 100 through 199
- Industrial - Land Use Codes 200 through 399
- Commercial – Land Use Codes 400 through 499
- Commercial Residential Structures - 401, 402, 403 and 415
- Residential - Land Use Codes 500 through 599

### Section III

#### Reason for Appeal:

Read the options and check the box that best describes the reason for your appeal. If your reason is not listed, check *Other* and give a brief description.

### Section IV

#### Appeal Description and Documentation:

This section must be complete or application will be returned until all information regarding the appeal is provided. The burden is on the property owner to show that the County is faulty in assessing the storm water user fee. The property owner shall supply appropriate data supporting the owner's contention, which may include topographic surveys, drainage studies, photos, plats, etc. This list is not exclusive, and the property owner may supply any information to support the appeal. Staff has the authority to request additional information if necessary to make its decision. Failure to provide all information required on the application form or attach any relevant documentation is a basis for a denial of an appeal.

### Section V

#### Certification

The appeal will NOT be accepted by staff unless signed by current property owner.

*Porter County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, pregnancy, sexual orientation or any other unlawful bias.*