

or objection was recommended for approval or denial, (2) the report or decision is available for review both on OZAH's website and in OZAH's offices between 9:00 am and 4:30 pm on days the County is open for business, and (3) any right to request oral argument or to appeal a decision. A copy of the report or decision must be posted on OZAH's website, unless the Hearing Examiner or the referring agency has ordered the record to be closed to the public.

3.0 Rules Governing Requests for Waivers or Objections to Accessory Apartments

3.1 Definitions.

The terms listed in these Rules have the following meanings:

- 3.1.1 *Director* means the Director of the Department of Housing and Community Affairs (DHCA).
- 3.1.2 *Director's Report* means a document issued by the Director containing written findings as to whether all criteria for approval of the license application have been met. The Director's Report also contains a "conditional" finding of approval or denial of the license that may become final unless a Request for Findings or an Objection is filed with OZAH.
- 3.1.3 *Objection* means a form filed in OZAH by a License Applicant or another person by which a person may disagree with any of the findings contained in the Director's Report.
- 3.1.4 *License Applicant* means an applicant for an accessory apartment license.
- 3.1.5 *Objector* means any person who has filed an objection to the Director's Report.
- 3.1.6 *Requestor* means any person who has filed a Request for a waiver relating to a Director's Report.
- 3.1.7 *Request for Waiver* means a form filed in OZAH by an accessory apartment License Applicant seeking a waiver of on-site parking or statutory distance requirements from existing accessory apartments after the DHCA Director has conditionally denied a license application based on those factors.

3.3 Filing Requests for Waivers or Objections to the Director's Report:

3.3.1 Filing Procedure:

Requests for Waivers or Objections must be filed on a form provided by OZAH and signed by the Requestor or Objector. Requests for Waivers and Objections may be filed at OZAH between 9:00 a.m. and 4:30 p.m. on days the County is open for business. All information requested on the form must be provided. The form