

Department of Legal Affairs – Municipality B

Date: 18.10.2010

Subject: Standard Procedure for Permit Objections and Appeals

This policy document outlines the current procedure governing the lodging and handling of objections to permit decisions, applicable across all building application types.

1. Objection Window

Citizens may submit a formal objection within **eight (8) weeks** of the official permit decision notification. The date of the letter serves as the start of the objection period, which is paused only if a procedural error in delivery occurs.

2. Submission Process

Objections must be submitted via written letter (Form BB1) to the municipal legal desk. Digital submissions are not accepted at this time.

3. Handling and Review

Once received, objections are processed by the **Municipal Objections Unit (BB Team)** and assigned to legal counsel within three (3) business days. A confirmation letter is issued to the objector.

4. Review Timeline

The internal legal review must be completed within 6 weeks. Extensions of up to 4 weeks may be granted under Article 19b of the Municipal Permit Law.

5. Publication

Final decisions are communicated in writing and published in the local public register. Legal challenge is possible only after the objection review phase has closed.

Staff are reminded that **no case may be rejected** based on timeliness until the full 8-week window has expired, even if the objection seems premature or misdirected.