**Section 395.306 Notice of Appeal**

a) Within 5 Days after the Board has received the Initial Pleading filed by the Affordable Housing Developer, the Board shall send a Notice of Appeal and a courtesy copy of the Initial Pleading to the Approving Authority identified in the Initial Pleading.

b) Upon receipt, the Approving Authority shall post the Notice of Appeal in the Approving Authority's office and on the Approving Authority's website. The Approving Authority shall continue to post the Notice of Appeal for a period of not less than 10 Days. If the Approving Authority fails or neglects to post the Notice of Appeal in the Approving Authority's office or on the Approving Authority's website, the appeal shall proceed and shall not be impaired.

c) A Notice of Appeal shall include the following:

1) the time, place and nature of the appeal;

2) the legal authority and jurisdiction under which the hearing is to be held;

3) a reference to the particular Section of the Act involved;

4) the consequences of a failure to respond and the official file or other reference number; and

5) the name and mailing address of the Board and all parties.

(Source: Amended at 43 Ill. Reg. 11314, effective September 26, 2019)