



APPEAL

Any land use decision made in accordance with the City's Development Code by a reviewing authority may be appealed by the applicant or other party of interest. The term reviewing authority refers to the planning staff or Planning Commission, as identified in the Development Code, as the decision making body. Decisions made by the City Council cannot be appealed.

WHO HEARS THE APPEAL

Generally speaking, appeals of decisions made by City staff will be considered by the Planning Commission and appeals of Planning Commission actions are heard by the City Council. For additional detail, please contact City staff.

WHEN MUST THE APPEAL BE FILED

Land use decisions made by City staff or the Planning Commission do not become effective for a period of time after the decision is made to provide time for possible appeals. This effective date, in most cases, is eleven (11) days after the action is taken. Therefore, appeals must be filed with the City before the 11th day (file within 10 days).

SUBMITTING THE APPEAL

All appeals shall be filed using the form provided on the back of this information sheet. The applicant must provide the following information:

- The grounds upon which the appeal is based
- The specific action or decision being appealed
- The justification for the appeal
- The action or change that is being requested

APPLICATION FEES

- A. The fee for processing an appeal is a set fee of **\$500.00** on a project for which a set fee was paid, or where the appellant is not the applicant. (#4220)
- B. The fee for processing an appeal is a minimum deposit of **\$1,000.00** to appeal a decision on a project for which a deposit was paid and where the fees are determined by the actual time spent on the processing of the project. (#4220)

PART A: APPEAL REQUEST

Case Number of Project being Appealed: _____

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Date Accepted by City: _____

Project Description:

I hereby appeal the action taken on this project as follows:

1. Detail what is being appealed and what action or changes you seek. Specifically address the findings, mitigation measures, conditions and/or policies with which you disagree. Attach additional pages if necessary.

2. State why you are appealing - be specific. Reference any errors or omissions. Attach any supporting documentation.

I certify that I am the:

_____ Legal Owner
_____ Authorized Legal Agent
_____ Other Interested Person

Signature of Appellant:

Name: