

# APPEAL FORM

Attachment 4

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

City Clerk's Office/Rec'd by: \_\_\_\_\_

Name of Appellant: \_\_\_\_\_

## TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:

The above named appellant does hereby appeal to your Honorable Body the following:

The decision of the: (List Board/Commission/Dept.) \_\_\_\_\_

Decision date: \_\_\_\_\_

Decision: (approval, denial, other) \_\_\_\_\_

Name of Applicant/Owner/Developer: \_\_\_\_\_

Type of application: (Rezoning, Tentative Map, etc.) \_\_\_\_\_

Street address of subject property: \_\_\_\_\_

The grounds upon which this appeal is filed are: (List all grounds relied upon in making this appeal. Attach additional sheets if more space is needed.)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

The specific action which the undersigned wants the City Council to take is: (Attach additional sheets if more space is needed.)

\_\_\_\_\_

Appeals shall be submitted in writing.....on a City application form within 10 calendar days after the date of the decision. The time limit will extend to the following business day where the last of the specified number of days falls on a day that the City is not open for business.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (type or print) \_\_\_\_\_ Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

## **ZONING CODE PROVISIONS RELATING TO APPEALS:**

NOTE: "DRB" refers to the Design Review Board, "CHB" refers to the Cultural Heritage Board, and "Commission" refers to the Planning Commission.

### **ARTICLE 20-62 - APPEALS**

#### **20-62.030 - Filing and Processing of Appeals**

- A. Eligibility.** Any action by the.....DRB, CHB, or the Commission in the administration or enforcement of the provisions of this Zoning Code may be appealed by any aggrieved person in compliance with this Article....
- B. Timing and form of appeal.**
  - 1. General appeals.** Appeals shall be submitted in writing, and filed .....on a City application form within 10 calendar days after the date of the decision. The time limit will extend to the following business day where the last of the specified number of days falls on a day that the City is not open for business.

#### **20-62.030 - Filing and Processing of Appeals**

- 3. Place for filing**
  - c. Appeals from the decisions of the DRB, CHB, or Commission shall be addressed to the Council and filed with the City Clerk.
- 4. Pertinent facts.** The written appeal shall state the pertinent facts of the case and shall specify the following:
  - a. The decision appealed from (e.g., City assigned case number).
  - b. The basis for the appeal.
  - c. The specific action which the appellant wants taken in the appeal.
  - d. Each and every ground upon which the appellant relies in making the appeal.
- 5. Filing fee.** Appeals shall be accompanied by the required filing fee, in compliance with the Council's Fee Schedule.