



# Request for Appeal Planning Commission Approval or Denial

### Right of Appeal

City Code Sections 21.501.01 (c), 21.501.04 (d) (2) and 21.501.05 (d) (2) provide the applicant and members of the public the right to appeal a final decision of the Planning Commission to the City Council. Any appeal must use this form and must be submitted to the Planning Division **within three working days** of the Planning Commission's decision.

### Notice and Schedule

The City Code requires that any appeal of a Planning Commission final decision receive a public hearing before the City Council. Notice of the hearing must be sent to all property owners within 500 feet of the site and published in the official newspaper.

### Fees

To defray the costs of sending notices and holding a hearing, the City Code requires submittal of a \$210 fee for an appeal made by the applicant. There is no fee for an appeal made by a member of the public not affiliated with the applicant.

### Required Information

#### Application Information:

City Case File Number or  
description of application: \_\_\_\_\_

#### Appellant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and E-Mail: \_\_\_\_\_

#### Reason for Appeal (attach any supporting documentation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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#### PLANNING DIVISION

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AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITIES EMPLOYER