



Request for Appeal Planning Commission Approval or Denial

Right of Appeal

City Code Section 21.501.01 (c) provides the applicant or the member 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 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. The appeal will be placed on the next available City Council agenda that allows time to provide the required advertisement and notices.

Fees

To defray the costs of sending notices and holding a hearing, the City Code requires submittal of a \$200 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: _____

Appellant Information:

Name: _____

Address: _____

Phone and E-Mail: _____

Reason for Appeal (attach any supporting documentation):

Signature

Date

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