



PROCEDURES FOR APPEAL TO CITY COUNCIL OF PLANNING COMMISSION DECISIONS

Application for Appeal forms are available in the Community Development Department. Appeals shall be filed with the City Clerk's Office per CMC 17.93.020 within ten (10) working days from the date of the decision of the Planning Commission.

The fee for filing an appeal to the City Council is \$875.00, payable at the time of filing the *Application for Appeal*, on the following applications:

- Architectural Reviews
- Change of Zone
- Conditional Use Permit
- General Plan Amendment
- Precise Plans
- Specific Plan Amendment
- Variances

The fee for filing an appeal to the City Council with a Public Work Condition Modification is \$1,035.00, payable at the time of filing the *Application for Appeal*.

All appeals shall state clearly the grounds for the appeal and the specific factual or legal errors by the Planning Commission on which the appeal is based and shall state how the public necessity, convenience, welfare or good planning practice requires the zone change or general plan amendment.

Upon receipt of the *Application for Appeal* and the appeal fee, the City Clerk shall set the matter for public hearing before the City Council at the earliest appropriate date. The Planning Commission shall make a report to the City Council. The City Council will then consider the matter at the scheduled noticed public hearing. The City Council may confirm the recommendation of the Planning Commission or may grant the appealed application after making a finding of fact setting forth wherein the Planning Commission's findings were in error.

The City Council is the final decision-making body.



**APPLICATION FOR APPEAL OF
PLANNING COMMISSION DECISION**

APPLICATION NO. _____

APPELLANT/COMPANY NAME _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____ **CONTACT PERSON** _____

Please state the basis for the appeal and include any supporting evidence. Specifically, state any errors in the Commission's findings and how the public necessity, convenience, welfare, or good planning practice requires the zone change or general plan amendment.

Use additional sheets as necessary.

Date

Appellant's Signature