



CITY OF PALOS VERDES ESTATES REQUEST TO APPEAL DIRECTOR/ PLANNING COMMISSION DECISION

Fee: _____ Misc. Receipt: _____

Name: _____ Address: _____

Telephone # _____ Work # _____

E-mail Address: _____

Date of Decision: _____

Today's Date (Must be within 15 days of the Date of Decision): _____

Project Address: _____

Application # _____

Reason for Appeal: (Please be specific in your reasons for the appeal)

Please note that the grounds for appeal must apply to the findings required by the City Municipal Codes and to the final project decided upon by the Planning Commission. Please attach a letter with your specific reasons for appeal with a brief description of meeting with applicant or attempts made to meet and confer. (Please refer to Ordinance No. 001-634 below)

Ordinance No. 001-634

"A property owner entitled to notice of a neighbor compatibility application may not file an appeal of planning commission approval of such an application or any condition of approval or lack thereof, unless he or she has first contacted the project applicant and discussed thoroughly, preferably in person, his or her specific concerns, or has made a good faith attempt to so meet and confer. This requirement may be met by the potential appellant's attendance and discussion of the project at the meeting scheduled by the applicant. A brief description of any meeting attended by the appellant or attempts made to meet and confer with the applicant shall be included with the appeal."

All materials to be considered as part of the appeal must be attached at the time the appeal is filed. No additional correspondence from the appellant will be accepted after filing. If you plan to use visual aids at the hearing, an 8½" x 11" copy, suitable for photocopying, or a minimum of 7 original sets must accompany this form.

Appellant Signature & Date

Rev. 5/17

**CITY COUNCIL POLICY
FOR SUBMISSION OF MATERIALS
APPEALS OF COMMISSION/COMMITTEE ACTIONS**

DEADLINE

**Fifteen days after
Commission/committee
action**

Persons filing an appeal with the City Council of a Planning Commission or Parkland Committee action (applicant or appellant) must submit all relevant information at the time an appeal is filed and paid. No other information or materials, including PowerPoint presentations, will be accepted from the appellant after the appeal is filed.

**Up to 5:00 PM Thursday
Before the Council
Meeting**

Staff will stamp written materials "Received but not Reviewed." Materials, including PowerPoint presentations, will be duplicated and included with Council packets.

**Friday before Council
Meeting up to and
including the meeting**

Materials will be submitted to and received by the City Clerk. They will not be distributed to the City Council. An announcement will be made at the start of the meeting that all materials (written correspondence/photographs) must be given to the City Clerk. We will not accept written correspondence after the start of the meeting and no distribution of materials will be made to the Council during the meeting.

Adopted by City Council 9/28/99

Updated: 5/17