



CITY OF CARMEL-BY-THE-SEA
APPEAL OF ADMINISTRATIVE DECISION
(FILING FEE: See Current Fee Schedule*)

Appellant: _____

Mailing Address: _____

Phone: Day :() _____ Evening: () _____

Email: _____

Date of Administrative Decision: _____

Decisions made by the Planning Director may be appealed to the Planning Commission or Historic Resources Board by filing a written notice of appeal with Community Planning & Building Department. Appeals shall be filed within the stated appeal period in the Notice of Approval or Preliminary Determination of Ineligibility and shall include paying the required filing fees as established by City Council resolution.

Physical location of property that is the subject of appeal (street location or address):

Lot(s): _____ Block: _____ APN: _____

ADMINISTRATIVE DECISION BEING APPEALED:

If you were **NOT** the original applicant or the applicant’s representative, please state why you are an aggrieved party:

GROUND FOR APPEAL: State the specific basis for your appeal, such as errors or omissions you believe were committed by the Community Planning & Building Director in reaching his/her decision, etc. You may also submit a letter or other material to explain your appeal.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:

DATED THIS _____ DAY OF _____, 2019.

Signature of appellant

Appeal fee received: (Staff Initial)

Receipt #:

ATTEST:

Administrative Coordinator

**Article 9, Section 7, of the Constitution of the State of California authorizes a city to impose fees. Also see California government Code, Section 54344.*

IMPORTANT: Within 10 working days after receipt of a valid appeal the Community Planning & Building Department shall set a date for public hearing at which the Planning Commission or Historic Resources Board shall consider the appeal. All appeals shall be heard within 60 days of the close of the appeal period. This matter is tentatively scheduled to be heard on:

Date of appeal hearing

Revised September 2019