## GENERAL INFORMATION

**Who:** Any Applicant or party with standing may appeal an administrative decision by Planning staff or a Planning & Zoning Commission action

**When:** A written appeal must be filed within 14 calendar days of the administrative or Commission action

**Where:** Appeals of administrative decisions are filed with the Community Development Department. Appeals of Planning & Zoning Commission actions are filed with the City Clerk

**Cost:** $565.00 (non-refundable)

**Process:** Appeals of Planning Staff decisions will be considered by the Planning & Zoning Commission. Appeals of Planning & Zoning Commission decisions will be heard before the City Council. For appeals of Planning & Zoning Commission decisions on items not requiring a Public Hearing, the appeal will be set for formal City Council consideration within 30 days. For items which required a Public Hearing, the City Council will schedule a Public Hearing within 30 days to consider the appeal.

If you have any questions regarding this procedure, please call the City Clerk at (510) 528-5720 or Planning Division at (510) 528-5760.

<table>
<thead>
<tr>
<th>Type of decision:</th>
<th>Please check one</th>
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<tbody>
<tr>
<td>Administrative</td>
<td>☐</td>
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<tr>
<td>Planning &amp; Zoning Commission</td>
<td>☐</td>
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<tr>
<td>Municipal Code or Zoning Ordinance Section</td>
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### Project Information

**Project Address:** ______________________________________________________

**Description of Project:** ________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

**Applicant Name:** ___________________________  **Appellant Name:** ___________________________

**Address:** ___________________________  **Address:** ___________________________

**Phone Number:** ___________________________  **Phone Number:** ___________________________

**Basis of Appeal:** (Please be precise) ______________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

**Signature:** ___________________________  **Date:** __________________________

**Date Filed:** ___________________________  **Received by:** ___________________________

**Fee:** $ ______  **Receipt #:** ______

**Appeal Agenda Date:** ___________________________  **P & Z** ☐  **City Council** ☐