

CITY OF SAN JUAN CAPISTRANO
APPEAL FORM
LAND USE DECISIONS

NOTICE TO APPELLANTS: This notice is provided to advise you of procedures and to assist you in meeting City requirements should you wish to appeal an action of a City commission, board, committee, staff or other City body on applications regulated by Title 9, Land Use, of the Municipal Code.

APPEALABLE DECISIONS: All decisions by City commissions, boards, committees, staff, or other City bodies **regulated by Title 9 – Land Use, of the Municipal Code**, where authority has been granted to take a final action or decision regulated by this code are subject to appeal to the City Council, unless the appeal is subject to a specific procedure that is part of Title 9. (*See Municipal Code, Title 9, Section 9-2.311*)

The City Council makes final decision on recommendations made by the Planning Commission with regard to the following:

Code Amendments	Residential Concept and Plans
General Plan Amendments	Rezones
Growth management	Tentative Parcel Maps
Precise Plans	Tentative Tract Maps

TIME ELEMENTS: An appeal must be received within 15 days of the meeting at which the decision was made. Following the City Clerk’s review for completeness, the appeal will be scheduled on the City Council’s agenda. Scheduling will depend on staff preparation time, noticing requirements, among other considerations. If the original decision was made by a Commission, as part of a Public Hearing, the City Council must also conduct a Public Hearing concerning the appeal.

PRESENTATION: Please include within your appeal, or attached letter, any plans to present exhibits when the City Council considers the appeal. This information assists staff in scheduling the appeal. A slide presentation (including PowerPoint) requires prior approval of the Mayor. All PowerPoint presentations and any handouts must be forwarded to the City Clerk at least 1 day prior to the Council Appeal. Brief, well-organized presentations are appreciated.

FEES: A fee is required to process your appeal and is due at the time the appeal is submitted. Fee for non-applicants is \$500 and for applicants \$1000. **For Non-Land Use Appeals, a \$150 fee applies.** Checks should be *made payable to the City of San Juan Capistrano*.

WHERE TO FILE: Mail or deliver your appeal and fee, within the deadline, to:

Office of the City Clerk
City of San Juan Capistrano
32400 Paseo Adelanto
San Juan Capistrano, CA 92675
(949) 493-1171

CITY OF SAN JUAN CAPISTRANO

APPEAL OF LAND USE DECISION REGULATED BY THE LAND USE CODE

Official Use Only

Please provide the following information – at minimum. You may attach additional sheets for more lengthy explanations. *Please print or type and make attachments 8 1/2 X 11" size, if possible.*

SUBJECT OF APPEAL: *The decision made that you are appealing*

REASON FOR APPEAL: *Why are you appealing this decision? Please provide detailed reasons.*

SUBJECT ADDRESS: *Please use an address when possible. Otherwise an Assessor's Parcel Number, Tract & Lot number or other legal description.*

IDENTIFY THE DECISION MAKER AND DATE OF LAND USE DECISION: *(Planning Commission, Planning Director, Zoning Administrator, etc.)*

ADDITIONAL INFORMATION:

APPELLANT INFORMATION: *(Please print all but signature)*

PHONE: _____

NAME: *(Include Company Name & Title if applicable)*

ADDRESS: _____

SIGNATURE: _____

DATE SIGNED: _____