



Date Submitted: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

### **A P P E A L**

I/We hereby appeal the action by the:

- Planning Commission
- Zoning Administrator
- Planning Director

regarding Application No. \_\_\_\_\_

for \_\_\_\_\_

at \_\_\_\_\_.

The reasons for the appeal are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

➤ **ELECTRONIC SUBMITTAL REQUIRED.** Please submit this application and any supplemental material to [planningapplications@brisbaneca.org](mailto:planningapplications@brisbaneca.org) as a PDF. (Max email size 10 MB.)

# CITY OF BRISBANE

## APPEAL APPLICATION CHECKLIST

### SUBMITTAL REQUIREMENTS.

- **ELECTRONIC SUBMITTAL REQUIRED.** Please submit this application and any supplemental material to [planningapplications@brisbaneca.org](mailto:planningapplications@brisbaneca.org) as a PDF. (Max email size 10 MB.)
  
- SUPPORTING STATEMENTS**—The appellant must clearly state in writing the reason for the appeal. Refer to the Brisbane Municipal Code for the findings specifically required for the approval of the type of application which is the subject of the appeal. To be included in the hearing packet, any additional materials should be submitted not less than 1 week before the hearing date.
  
- SIGNATURE OF THE APPELLANT**—The written appeal must be signed by the person filing the appeal. A daytime phone number and mailing address must also be included.
  
- FEES**- Refer to Lines P46 and P47 of the Master Fee Schedule. Note: Planning fees are non-refundable.

**CODE REFERENCES.** The general procedures for appeals are contained in [Brisbane Municipal Code Chapter 17.52](#). Be advised that the deadline for submitting an appeal varies depending upon the type of application being appealed. For appeals of actions under the Subdivision Ordinance, refer to [BMC Chapter 16.44](#). For appeals of actions by the Zoning Administrator, refer to [BMC §17.56.100](#). For appeals of determinations by the Community Development Director, refer to [BMC §17.52.005](#).

**NOTIFICATION OF MEETINGS AND HEARINGS.** Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, [www.brisbaneca.org](http://www.brisbaneca.org) by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Department Hours:  
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays  
8 A.M. – 8 P.M. Wednesdays  
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |**  
**50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**