



Appeal Information Sheet and Checklist

I. GENERAL INFORMATION

Prior to its effective date, any land use decision made by any County agency, department, office, or officer may be appealed to the Planning Commission and any land use decision made by the Planning Commission may be appealed to the Board of Supervisors, except those outlined in County Code Section 86.08.010(b)(2). Decisions made by the Board of Supervisors are final and may not be appealed.

Land use decisions made by a reviewing authority are appealable within 10 days of the action (County Code Section 86.06.020). A decision by the Planning Commission to deny a subdivider's application for an extension is appealable to the Board of Supervisors within 15 days of the action (CA Govt. Code Sec. 66452.6(e)).

All fees must be paid at the time of application submittal.

II. SUBMITTAL CHECKLIST

Pursuant to County Code Sec. 86.08.020(e), an appeal application shall identify:

- ☐ The case number of the subject land use application
- ☐ The specific decision, condition of approval, or other matter being appealed
- ☐ The date of the action
- ☐ The justification for the appeal
- ☐ Any remedy or solution for which the appellant petitions

III. HEARING PROCEDURE

Scheduling: An appeal hearing must be scheduled within 30 days of the acceptance of an appeal application (County Code Sec. 86.08.040). The Appellant and the Project Applicant must submit the following information no later than one week in advance of the hearing date:

1. Speaker Names: Submit the names of presenters speaking on behalf of the Appellant and the Project Applicant to the Project Planner.
2. Presentation Materials: Submit exhibits or presentation materials intended to be presented at the hearing.

- a. PowerPoint presentations are optional and must be sent by e-mail to the Project Planner. The maximum file size is 5MB.
- b. Submit eight (8) paper copies of PowerPoint slides or any other exhibits.
- c. County staff do not assist with PowerPoint presentations. A wireless mouse is provided for the presenter.

Hearing Protocol:

On the day of the hearing, plan to arrive 15 minutes before the scheduled hearing time. The Project Planner will direct you to reserved seating and give you an orientation to the speakers' table and operation of multi-media equipment.

The following is the standard appeal hearing protocol, which may be modified at the discretion of the Hearing Body (Planning Commission or Board of Supervisors). Please plan your presentations accordingly.

1. Staff Report.
2. 15-minute presentation by the Appellant.
3. 15-minute presentation by the Applicant.
4. Public comment (3 minutes per speaker).
5. 5-minute comments by the Applicant.
6. Questions, deliberation and decision by the Hearing Body.

IV. FEES

In order for an appeal to be deemed filed, fees must be paid at the time of application submittal.

APPEAL BY THE APPLICANT

- Actual Cost charged against deposit. (If the account funds are depleted additional deposit will be required to process appeal).

APPEALS MADE BY THE PUBLIC:

- See County Fee Ordinance at the Clerk of the Board Website.