



CITY OF CAMPBELL
Community Development Department

APPEALS
PLANNING APPLICATION FORM

This application form is intended to facilitate filing of an appeal of a decision of the Community Development Director or Planning Commission (decisions of the City Council are final and may not be appealed). Please note that appeals must be submitted in writing and filed with the Planning Division **within 10 calendar days** after the date of the decision. Time limits will extend to the following City Hall working day where the last of the specified number of days falls on a weekend, holiday, or other day when City Hall is officially closed. If you need assistance, please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov, or visit us at City Hall.

REQUIRED STATEMENT AND EVIDENCE

To file an appeal please submit this application form and a signed letter providing the following information in accordance with [Campbell Municipal Code \(CMC\) Section 21.62.40.C](#):

- A statement specifying the basis for the appeal and the specific aspect of the decision being appealed;
- Identify error(s) in fact, dispute(s) of findings, or inadequacy of condition(s) to mitigate potential project impact(s); and
- Include supporting evidence substantiating the basis for the appeal.

APPEAL INFORMATION

Property Address: _____

Brief Description: _____ (e.g. Tree Removal Permit)

File Number(s): _____ (please provide all that apply; e.g. PLN-2020-7)

APPELLANT INFORMATION

The following information will be used to contact you regarding the status of your appeal (e.g. hearing dates) and is considered public record.

Name: _____ Email: _____

Address: _____ City: _____ State/Zip: _____

Phone: (____)____-____ Mobile: (____)____-____ Other: (____)____-____

FILING FEE

Payment of a \$300 fee is required to file an appeal. Once your appeal request has been submitted to the Planning Division, you will be provided with an invoice that must be paid before your request will be accepted. **Payment must be made before the conclusion of the 10-day appeal period.** Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.