



City of Los Altos

Planning Division

APPEAL APPLICATION

Type of Appeal:

- ☐ Appeal of Administrative Decision
- ☐ Appeal of Zoning Administrator Decision
- ☐ Appeal of Planning Commission Decision
- ☐ Appeal of Historical Commission Decision

Project Information: (about the project for which the appeal is being submitted):

Decision/Meeting Date: _____

Planning Division File #: _____

Property Address: _____

Appellant Contact Information:

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Appellant Signature: _____ **Date:** _____

Submittal Requirements: The following shall accompany the appeal application:

1. **Letter of Appeal:** Written letter stating the grounds for appeal.
2. **Application Fee:** Current appeal fee as listed on the City's current adopted fee schedule.

Appeal Instructions:

1. Submit a completed appeal application form, letter of appeal, and application fee to the City Clerk. The appeal shall not be deemed submitted until all submittal requirements have been received by the City.
2. The appeal may be filed with the City Clerk at City Hall during normal business hours, which are Monday through Friday from 8 am to 5 pm.
3. The appeal must be filed within the appeal time frame specified in the Los Altos Municipal Code for the type of permit or action. Appeals shall not be accepted after the appeal period has lapsed.
4. Any decision rendered under regulations contained within Title 14 of the Los Altos Municipal Code may be appealed by the applicant, or property owner or resident of the property within a three hundred (300) foot radius of the subject property.
5. The date of the appeal hearing will be determined after submittal of the appeal and the appellant will be notified of the public hearing date.