



APPEAL NO. \_\_\_\_\_

## APPEAL APPLICATION

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### SUBJECT OF APPEAL

APPLICATION TYPE AND NUMBER(S): \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

DATE THE DECISION BEING APPEALED WAS RENDERED: \_\_\_\_\_

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**APPELLANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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**APPEAL INFORMATION:**

In accordance with the procedures set forth in the Municipal Code of the City of Arcadia, I hereby appeal the decision of the following review authority:

☐ Director or Designee's Decision☐ Planning Commission☐ Modification Committee☐ Homeowner's Association (please specify): \_\_\_\_\_**PLEASE ANSWER THE FOLLOWING:**

On a separate sheet, explain specifically **what** action(s) you are appealing and the **reason** for the appeal.

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**SIGNATURES**

**THE APPELLANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE\_\_\_\_\_  
DATE

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DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

# CITY OF ARCADIA APPEAL APPLICATION

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## INSTRUCTIONS AND FILING REQUIREMENTS WORKSHEET

### REASON FOR APPEAL

Is the entire decision or only parts of it being appealed? ☐ Entire ☐ Part

Are specific conditions of approval being appealed? ☐ Yes ☐ No

If Yes, list the condition number(s) here: \_\_\_\_\_

Attach a separate sheet(s) providing your reasons for the appeal and specifically state the point(s) at issue.

### FILING REQUIREMENTS/ADDITIONAL INFORMATION

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee - \$811
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Architectural Plans/Elevations: **Two (2) full sized plans, two (2) reduced size plans at 11"x17", and a digital copy in PDF format on a USB flash drive.**
- ☐ HOA Appeals: ARB Findings and Action form is required when the applicant and/or property owner is filing the appeal.
- ☐ A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.
  - i) The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.
  - ii) *The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.*
  - iii) *Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels, and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.*

Please note that a Planner may contact you if additional information is necessary prior to the hearing.