



APPEAL NO. _____

APPEAL APPLICATION

SUBJECT OF APPEAL

APPLICATION TYPE AND NUMBER(S): _____

PROJECT ADDRESS: _____

DATE THE DECISION BEING APPEALED WAS RENDERED: _____

APPELLANT INFORMATION

OWNER INFORMATION

NAME _____
(Appellant First & Last Name)

NAME _____
(Owner First & Last Name)

MAILING ADDRESS _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

PHONE _____

PHONE _____

E-MAIL _____

E-MAIL _____

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.

SIGNATURES

The appellant hereby declares under penalty of perjury that all the information submitted for this appeal is true and correct.

Appellant Signature

Date

Property Owner Signature

Date

FOR OFFICE USE ONLY

Date Filed _____ Receipt No. _____ Amount \$ _____ Received By _____

CITY OF ARCADIA APPEAL APPLICATION

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 an appeal to be processed without delay, the appeal application must include the following materials. To ensure that the appeal application is complete, please check-off the boxes next to the following required materials:

- Completed appeal application form
- 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.
- Filing fee
- Reason for Appeal
- A Radius Map and Property Owner's List and Labels (If the appeal is by the applicant and/or property owner)
 - The radius map accompanying the application must show each lot within the required radius of the property involved. Each lot must be consecutively numbered to correspond to the property owners list as explained below.
 - Property owners list and labels of the subject property as well as all properties within the radius.
 - The property owners list and labels should be typewritten and must include each owner's name, mailing address, and property assessment identification numbers (AIN).
 - Each property owner's name on this list must be numbered to correspond with the numbering placed on the aforesaid radius map.
- HOA Appeals: ARB Findings and Action form is required when the applicant and/or property owner is filing the appeal.
- Architectural Plans

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