



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

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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 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.