

**CITY OF SAUSALITO  
APPEAL OF PLANNING COMMISSION DECISION  
OR HISTORIC PRESERVATION COMMISSION  
DECISION**

Community Development Department  
420 Litho Street  
Sausalito, CA 94965  
415.289.4132 | cdd@sausalito.gov

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Appellant's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Appellant's Address \_\_\_\_\_

Appellant's Email Address \_\_\_\_\_

Appellant's interest in the project (e.g., applicant, neighbor, etc.) \_\_\_\_\_

Appellant's Signature \_\_\_\_\_

Project Name and No. \_\_\_\_\_

Project Address \_\_\_\_\_

Date of Decision (Appeal must be filed within 10 calendar days) \_\_\_\_\_

Specify the grounds of the appeal (Additional sheets may be attached, if necessary)

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AP No. \_\_\_\_\_

Date Received Stamp

Fee Paid \_\_\_\_\_

Receipt Number \_\_\_\_\_

Accepted By \_\_\_\_\_

## APPEAL INSTRUCTIONS

- The appeal form and fee must be filed with the Community Development Department at City Hall, 420 Litho Street. The Community Development Department is open Monday through Thursday, 8:00 a.m. to 5:00 p.m.
- The appeal must be filed within ten calendar days of the decision by the Planning Commission or Historic Preservation Commission.
- A public hearing will be held by the City Council. The appellant, applicant, and any other person(s) who requested notice of a public hearing in writing will be mailed a notice of the public hearing.

Appeals must comply with Sections 10.84.030 and 10.84.040 of the Zoning Ordinance. These sections are listed below.

### **10.84.030 Filing and Time Limit of Appeals**

Appeals shall be filed in the Community Development Department within ten (10) calendar days of the date of the decision being contested, except for appeals of an administrative decision made by the Community Development Department or Community Development Director, which must be filed within ten (10) calendar days of the date of the decision being contested. Appeals shall be in writing and shall include reasons and evidence indicating the grounds for the appeal. Appeals shall be subject to the applicable processing and noticing fees.

### **10.84.040 Public Notice and Hearing**

**A. Public Hearing Required.** The Planning Commission or City Council, as applicable, shall hold a public hearing on an appeal. At the hearing, the appellate body shall review the record of the decision and hear testimony of the appellant, the applicant, and any other interested party.

**B. Notice.** Notice of public hearings shall be given in the manner required for the decision being appealed.

### **10.84.050 Notice of Decision**

Following public hearing, the appellate body shall affirm, modify or reverse the original decision. Written notice of the decision shall be mailed to the applicant and to the appellant. City Council may also remand any portion of the appeal to the Planning Commission for reconsideration.