

Community Development Department Planning Division 100 Civic Center Way

100 Civic Center Way Calabasas, CA 91302 (818) 224-1600

www.cityofcalabasas.com

Appeal Application

Receipt No:

GENERAL INFORMATION (print or t	ype)		
Appellant:			
Address:			
City:	State:	Zip Code:	
Phone:	Fax:		
Cell / Other Phone:	E-mail:		_
			_
			_
Appellant's Representative:			
Address:			
City:	State:	Zip Code:	
Phone:	Fax:		
Cell / Other Phone:	E-mail:		_
			_
			pealing the action of the following
reviewing authority:			
Administrative/Staff (includes D	Director's Hearings)		Planning Commission
Date of Decision:	Projec	t File No.:	
ACTION / DECISION			
Identify the specific action or deci-	sion which is being appealed:		
	_		
TO BE COMPLETED BY PLANNING DIVISION STAI	==		
Application Processing			
File No(s):			
Submittal Date:			
Staff Initials:			
Fees:			

APPEAL STATEMENT

Calabasas Municipal Code Section 17.74.30 requires that appeals ". . . shall specifically state the pertinent facts of the case and the basis for the appeal."

The hearing body that is to hear the appeal request is limited to taking testimony and making their decision based solely on those issues raised at the public hearing, or in writing prior to the hearing, or information that was not known at the time the decision was being appealed

The specific grounds for the appeal and the relief requested by the appellant is as follows: (be specific, attach additional sheets if necessary)		
APPELLANT CERTIFICATION		
I hereby certify that the statements furnished required for this initial evaluation to the best and correct to the best of my knowledge and	d in this application and in the attached exhibits present the data and information of my ability, and that the facts, statements, and information presented are true belief.	
Signature:	Date:	
Name (print or type):	Phone:	

Note: This application being signed under penalty of perjury and does not require notarization.

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100 Civic Center Drive Calabasas, CA 91302 (818) 224-1600 Fax: (818) 225-7329

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Minimum Application Filing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application is complete for processing purposes. If any items are not included the project will not be accepted for submittal.

Appeals:

		nimum requirements for filing an appeal application are listed below. An application that does not include the following and information will not be accepted for processing:			
	Con	Completed Appeal Application and filing fees.			
	Pub	olic hearing information prepared in accordance with the Public Notice Requirements as follows:			
		<u>Property Ownership List</u> : A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of five hundred feet (500') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (property ownership information may be obtained from Los Angeles County Assessor's Office 14340 Sylvan Street, Van Nuys, CA 91401, phone: (818 901-3455). Include the name and address of the property owner, applicant, and representative of the mailing list.			
		<u>Mailing Envelopes</u> : One set of stamped (\$0.65 postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Calabasas, Planning Division, 100 Civic Center Way, Calabasas, CA 91302".			
		$\underline{\text{Radius Map}}$: A map illustrating the five hundred foot (500') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).			
lote	: Fo	or a list of individuals/companies that prepare the radius map and property ownership lists, contact the City of Calabasas Planning Division.			
		s an option to completing the public hearing information required for this application, the applicant may pay a fee to ave the City of Calabasas provide the public hearing information required. The Fee for this service is as follows:			
		\$188.00 plus \$0.65 per each property within 500 feet.			

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