



APPEAL APPLICATION

Case No. _____

Date _____

Submit this form on the Glendale Permits site at www.glendaleca.gov/permits (Click “Apply,” “Skip...” and then search for “Appeal of Planning Decision”). For more information about this form and related fees, please call the Planning Division at (818) 548-2115. Please complete (PRINT or TYPE) the following information:

PART 1 – NOTICE TO APPELLANT (please read carefully)

- A. This form must be prepared **and filed, within 15 days of the date of the decision being appealed. Sub-division applications must be appealed within 10 days of the date of decision.**
- B. Every question must be answered.
- C. If a question does not apply, you must answer “does not apply” or words to that effect.
- D. Failure to properly fill out this notice or failure to make a sufficient statement of a case in this notice, even if in fact you have valid and sound grounds for appeal, may cause your appeal to be dismissed forthwith.
- E. Attach additional pages for long answers.
- F. Prior to completing this form, read the Glendale Municipal Code, Title 2, Chapter 2.88 Uniform Appeal Procedure on the City’s webpage at https://library.qcode.us/lib/glendale_ca/pub/municipal_code/item/title_2-chapter_2_88

PART 2 – APPELLANT INFORMATION

- A. _____
 First Name Last Name Email Address
- B. _____
 Street Address City State Zip Code (Area Code) Phone Number

PART 3 – APPEAL BACKGROUND INFORMATION

- A. State the name or title of the board, commission, or officer from which this appeal is taken _____
- B. Were you given written notice of the action, ruling or determination? Yes • No •
 If “Yes,” attach a copy of the written notice and write the date you received it here _____
 If “No,” give the following information concerning your receipt of notice of the action, ruling or determination.
 Date _____ Time _____ Location _____ Manner _____
- C. State generally what kind of permit, variance, ruling, determination, or other action was the basis for the decision from which the appeal is taken _____
- D. State the specific permission or relief that was originally sought from the board, commission, or officer _____
- E. Were you the party seeking the relief that was originally sought? Yes • No •
 If “No,” how are you involved with the permit, variance, ruling, determination, or other action referred to above?

- F. Does this matter involve real property? Yes • No •
 If “Yes,” give the address, or describe the real property affected _____

PART 4 – STATEMENT OF ERROR

A. Do you contend that there was a violation of a specific provision of law, which forms the basis for this appeal? Yes • No •

If “Yes”, state each specific provision of law that you contend was violated: _____

B. Do you contend that the board, commission, or officer exceeded its authority by virtue of any of the provisions of law given in answer “A”? Yes • No • If “Yes”, state which provisions, and state specifically each act that was in excess of authority:

C. Do you contend that the board, commission, or officer failed to fulfill a mandatory duty by any provision of law given in answer “A”? Yes • No • If “Yes”, state which provision, and the specific duty that it failed to exercise:

D. Do you contend that the board, commission, or officer refused to hear or consider certain facts before rendering its decision? Yes • No • If “Yes”, state each such fact, and for each fact, state how it should have changed the act, determination, or ruling: _____

E. Do you contend that the evidence before the board, commission or officer was insufficient or inadequate to support its action, determination or ruling or any specific finding in support thereof? Yes • No • If “Yes”, state what evidence was necessary, but lacking: _____

F. Do you contend that you have new evidence of material facts not previously presented, which if considered should change the act, determination or ruling? Yes • No • If “Yes”, state each new material fact not previously presented to the board, commission, or officer. For each fact, state why it was not available, or with the exercise of reasonable diligence could not have been discovered and previously presented by the appellant: _____

Statement of additional facts related to the appeal: _____

The foregoing statements, contained in PARTS 2, 3 and 4 above, are true and correct to the best of my knowledge and belief.

Appellant’s Name – **Please Print**

Appellant’s Signature

Date Signed

FOR STAFF USE ONLY		Date Stamp
Date received in Permit Services Center _____	Received by _____	
Fee paid _____	Receipt No. _____	