CITY CLERK'S OFFICE
Legislative Services

REQUEST FOR APPEAL

This form must be completed when appealing a decision of the Director of Community Development, the Zoning Administrator, Subdivision Committee, Community Services and Library Commission, or the Planning Commission. A request to appeal a decision of any of the aforementioned decision-making bodies shall be made to the Planning Commission. Decisions of the Planning Commission may be appealed to the City Council.

Complete and return this form, along with the Developer Deposit Case Set-Up form and appeal fee, to the City Clerk's Office located on the third floor of City Hall during regular business hours. An appeal shall not be deemed complete without submittal of all items listed in Section A below. All appeals shall be filed in accordance with Section 2-5-1 of the Irvine Zoning Ordinance and be received within 15 calendar days of the date of the decision.

The cost of processing the appeal is charged according to the hours spent by staff, including City Attorney staff, preparing a response to the appeal and hearing attendance. **Total cost may vary widely according to the size of the project and the complexity of the issues raised in the appeal.** An appellant must first open a Developer Deposit Case account with an *initial* deposit to which project costs are charged. The initial deposit for an appeal is $2,000.00. Please refer to the Developer Deposit Case Set-up form for more specific information. At the close of your case, any remaining funds will be returned to you.

Please use this information sheet as a checklist to assemble the materials required for the appeal. If you have any questions, please contact the Planning Counter at 949-724-6308 or planning@cityofirvine.org.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

- ☐ Electronic/Digital Signature Disclosure Form, to be completed if actual signatures are not included on the application and/or deposit forms.
- ☐ Developer Deposit Case Set-Up Form
- ☐ Initial deposit of **$2,000.00***

*An appeal filed by anyone other than a member of the City Council, Planning Commission, or the project applicant shall require an initial deposit in the amount of $2,000.00. Any charges in excess of the initial deposit will be billed to the requestor on a monthly basis, at an hourly rate set by City Council Resolution.

APPELLANT INFORMATION

NAME			ORGANIZATION NAME
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL

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APPEAL

APPELLANT TYPE

I am a(n): ☐ APPLICANT ☐ PLANNING COMMISSIONER ☐ MEMBER OF THE CITY COUNCIL ☐ OTHER

If selecting other, what is your interest in this project? _____

DECISION BEING APPEALED CASE NUMBER _____ DATE OF FINAL DECISION _____

REASON(S) FOR APPEAL (attach a separate sheet if necessary)

SPECIFIC ACTION OR RELIEF SOUGHT BY THE APPELLANT

_____ _____
SIGNATURE OF APPELLANT DATE

FOR OFFICE USE ONLY

APPEAL CASE NUMBER _____
DATE APPEAL WAS FILED _____
INITIAL DEPOSIT FEE RECEIVED _____

CITY CLERK OR DESIGNEE _____ DATE: _____