



CITY OF LOS ALTOS APPEAL FORM

1 North San Antonio Road, Los Altos, CA 94022; (650) 947-2700

NOTE TO APPLICANT:

Please attach any supplemental documents to this form as part of your appeal.

Type of Appeal:

| | |
|---|--|
| <input type="checkbox"/> Appeal of Administrative Determination | Fees – Please Refer to Master Fee Schedule: https://www.losaltosca.gov/communitydevelopment/page/forms-and-handouts-0 |
| <input type="checkbox"/> Appeal of Development Review Commission Decision | |
| <input type="checkbox"/> Appeal of Planning Commission Decision | |

Appellant Contact Information:

Name: _____ Telephone Number: _____

Mailing Address: _____

Email Address _____

Signature: _____

Project Information (about the project for which the appeal is being submitted):

Planning Commission/DRC Meeting Date: _____

Administrative Determination Date: _____

Planning Division File #: _____

Property Address: _____

Assessor's Parcel Number: _____ (Can be found on staff report)

Reason for Appeal / Explanation of Error or Abuse of Discretion.

Please describe the alleged error or abuse, or how the decision is not supported by substantial evidence in the record. Please identify if this appeal will be under Chapter 1.12 of the Municipal Code (Appeal Ordinance) or an appeal under Section 14.76.100 of the Municipal Code (Design Review Appeal). Attach additional pages if necessary.

The Los Altos Planning Department Counter is open Monday – Friday (closed alternate Fridays)
From 7:30 p.m. – 5:00 p.m.
Telephone: (650) 947-2700
If you need assistance from the City Clerk's office, please call 650-947-2610.

Appeal Form Instructions

1-Fill out the form. If additional space is needed, please attach said sheets.

2-The appeal must be filed with the City Clerk within 15 days of a determination by city staff, the Planning Commission, or the Development Review Committee at 4PM.

3-The appeal fee shall be based on if the appellant is within the radius of the project or outside. For design review projects the radius is those properties that are generally the abutting boundaries of the site as identified by Section 14.76.080 of the Municipal Code. For non-single family design review projects the mailing radius is within 1,000 feet of the project. If this is an appeal of an administrative determination, then the lower fee shall apply.

| | Hourly Staff Rates |
|---|--------------------|
| Appeal – Within Notification Boundary | \$595.00 |
| Appeal – Outside of Notification Boundary | \$1,785.00 |
| Application Extension – Single Family | \$205.00 |