

APPEAL APPLICATION (“Notice of Appeal”)

A Notice of Appeal must be filed with the Community Development Department at planning@lacnm.us within 15 calendar days after the date of the final written decision (weekends included; county holidays excluded). Each appellant is required to submit a Notice of Appeal and must meet all requirements of section 16-72(g) of the Development Code. Only issues stated in the appeal application shall be considered during the appeal proceedings. All parties may be represented by an attorney. Appeals submitted after the appeal timeframe will not be accepted.

DECISION-MAKING BODY BEING APPEALED

- ☐ Community Development Director, or Designee
- ☐ Planning and Zoning Commission¹

PARTY APPEALING THE DECISION

- ☐ Applicant or Property Owner listed on the application
- ☐ Affected property owner within 300’ of the subject site
- ☐ County Official acting in their official capacity.
- ☐ Other Affected Party. Explain your status below:

DESCRIPTION OF ACTION BEING APPEALED

- ☐ Code Interpretation
- ☐ Final decision of an Administrative Application
- ☐ The final decision of Case #:
- ☐ Other. Explain:

METHOD OF APPEARANCE OF RECORD

- ☐ I submitted the original application to be appealed.
- ☐ I submitted written comments about the case to the decision-making body before the deadline for written comments.
- ☐ I gave verbal comment and/or testimony about the case at the public hearing.

GROUND FOR APPEAL

Each appellant must attach the following on a separate sheet:

- ☐ A summary of the case background, prior steps, and decision being appealed.
- ☐ List names and addresses of everyone who participated in the hearing.
- ☐ Identify which findings, code interpretations, or conditions are being challenged.
- ☐ Identify the specific code sections or laws believed were applied or interpreted incorrectly.
- ☐ Proof that the appellant has standing per section 16-74(g)(4).

¹ For discretionary decisions (“quasi-judicial”) and policy decisions (“legislative”) the appellant must have made an appearance of record to have standing to appeal, except in cases where the appellant alleges improper notice, ref: section 16-72(g)(4)-b.

APPELLANT INFORMATION

Full Name:

Mailing Address:

Address

City

State

ZIP

Email:

Phone(s) #:

I certify, as the listed appellant, that I understand that I have the burden of proof in this appeal.

Appellant Name (print): _____

Signature: _____

Date: _____

I certify, as the listed appellant, that I have notified all parties who participated in the original hearing that I am filing this Notice of Appeal.

Appellant Name (print): _____

Signature: _____

Date: _____

STAFF USE ONLY

Date of Final Written Decision: _____

☐ Submitted Notice of Appeal – Date

Date Appeal Timeframe Expires: _____

☐ Payment – Paid in Full prior to Appeal deadline.²

² Notice of Appeal will not be accepted if the filing fee is not paid-in-full before the appeal deadline expires.