PLANNING, ENGINEERING &
ENVIRONMENTAL COMPLIANCE DIVISION

APPEAL TO: ARC _____ Planning Commission _____ City Council _____ **FEE** _____

FROM ACTION OF: _____

DATE OF ACTION: _____

APPELLANT'S NAME: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____

APPELLANT'S INTEREST: _____
(Zoning Ordinance Section 38-206)

SUBJECT OF APPEAL: ***(To be completed by PEEC Staff only.)***

ORIGINAL APPLICATION NUMBER:_____ **APPEAL NUMBER:**_____

TYPE OF APPLICATION:_____ **Staff Initials:**_____

(Use Permit, Variance, Architectural Review, etc.)

DESCRIPTION OF APPLICATION: _____

_____

_____

STREET ADDRESS OF SUBJECT PROPERTY: _____

Date Received:

APPELLANT'S REASON FOR APPEAL:

_____

_____

_____

_____

_____

Appellant's Signature **Date**

Reasons for appeal shall pertain to factual information considered by the last reviewing body.
No new factual information may be submitted. You will receive a notice of the hearing date.

Reviewed by_____

Date

45 Day Period from date of filing ends: _____

APPEAL OF CITY OF MONTEREY ZONING DECISIONS

If you disagree with the action taken by the Architectural Review Committee, Zoning Administrator, or Planning Commission on a project Use Permit, Variance, or other zoning permit, an appeal process is available. All decisions will be effective, unless they are appealed within ten (10) days of the decision. For example, if a determination is made on a Tuesday, any appeal to be valid, must be submitted by 5:00 p.m. Friday of the following week. When the tenth day falls on a weekend or a holiday, the appeal deadline date is the next working day following the holiday or weekend.

Any interested person may file an appeal on forms available in the Planning, Engineering and Environmental Compliance Division, Colton Hall, 570 Pacific Street, Monterey. The appeal must contain at least the following information:

1. The name and address of the appealing party.

2. The determination being appealed (i.e., Use Permit, Variance).

3. The nature of the appellant's interest.

4. A factual statement of the grounds or reasons for the appeal. No new factual information may be submitted.

This appeal form needs to be filled out and a fee submitted to the Planning, Engineering and Environmental Compliance Division by the deadline date for the appeal to be considered valid. To view the fee schedule please go to www.monterey.org.

Upon receipt of the fee and the completed appeal form, staff will review the appeal. If the appeal contains factual information that was not considered by the reviewing body and the information might result in a different determination, the staff may refer the matter back to the reviewing board for reconsideration of its determination. If the appeal contains no new factual information that would affect the determination of the reviewing body, the staff will set the matter before the Planning Commission (if appealed from Architectural Review Committee or Zoning Administrator) or City Council (if appealed from the Planning Commission). The matter will be set for hearing at the earliest possible time.

If you have any questions on the appeal procedure, direct your questions to the Planning, Engineering and Environmental Compliance Division staff. The Planning, Engineering and Environmental Compliance Division is located in Colton Hall, 570 Pacific Street, Monterey. The phone number is 831-646-3885.