



CITY OF ENCINITAS
505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2600

Date/Time Received

Information contained in this document is
deemed a public record

APPEAL REQUEST - \$431 FEE (effective July 1, 2023)

ALL APPEALS MUST BE FILED AT CITY CLERK'S OFFICE

APPELLANT MUST COMPLETE THE FOLLOWING IN DETAIL
(Please type or print)

Appellant's Name _____

Mailing Address _____

Daytime Phone _____

Appealing the decision of the:

_____ Director Of _____ To City Council

_____ Planning Commission to City Council

_____ Other (Please explain) _____

Relative to the action taken on _____ 20____ for the project known as:

Project Name: _____ Case No. _____

Project Address: _____

Cross Streets: _____

Applicant(s): _____

Identify your interest in the challenging determination:

Specify exactly what is being appealed. Identify each issue which you believe was wrongly determined together with every argument and a copy of every item of evidence submitted to the subordinate entity that supports your allegations:

Action you wish to be taken:

(You may attach additional documentation but all blanks on this form must be completed)

NOTE: An incomplete appeal and fee shall be returned to you and considered to be inappropriately filed. The appeal period expires 10 calendar days after the determination and cannot be extended for you to adequately complete the appeal.

Appellant's Signature

Date

Once your issue has been scheduled before the City Council, you will be notified of the date and time it will be on the agenda as indicated below.

ADMINISTRATIVE HEARING: Any person who wishes to submit a written position with arguments, documents, exhibits, letters, photos, charts, diagrams, videos, etc., addressing the challenged determination must submit these to the City Clerk by 5:00 P.M. seven (7) calendar days prior to the hearing date. NO NEW INFORMATION WILL BE CONSIDERED BY THE CITY COUNCIL AFTER THIS DEADLINE. NO OTHER MATERIALS SHALL BE RECEIVED OR CONSIDERED AT THE HEARING. Upon filing with the City Clerk, those items will be available to the public. Any questions, please contact the City Clerk at 633-2601.

Filing of an appeal must comply with Chapter 1.12 of the Municipal Code (attached). The following application must be complete or the appeal will be returned to the appellant. An appeal must be delivered to the City Clerk by 5:00 p.m. of the 10th calendar day following the determination. If the filing deadline occurs on a date when City Hall is closed (e.g. Weekend, Friday closure, or Holiday), then the filing deadline shall be extended to the next business day of the City.

Note: Pursuant to Section 66452.5 of the State Map Act, a public hearing is required to be held within 30 days of the appeal.

PLEASE SEE ATTACHED MUNICIPAL CODE SECTION 1.12 WHICH EXPLAINS THE APPEAL PROCESS.

MEDIATION: The City offers a mediation program as an alternative to appeals. If you are interested in resolving project issues or disputes through mediation, please view the City's Mediation Program webpage at <http://www.encinitasca.gov/mediation>. You may also contact the Code Enforcement Department at 760-633-2685 or via email at code@encinitasca.gov.

PLEASE SEE ATTACHED MUNICIPAL CODE SECTION 1.10 WHICH EXPLAINS THE MEDIATION PROCESS FOR LAND USE AND DEVELOPMENT PROJECTS.