



APPEAL OF DIRECTOR DECISION

Community Development Department, Planning Division
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*Per [Municipal Code Chapter 17.126](#), any person may appeal a decision of any official body, except those administrative decisions requiring no discretionary judgment. Appeals must be filed within **ten calendar days** of the rendering of a decision which is being appealed. If the tenth day is a Saturday, Sunday, or holiday, the appeal period shall extend to the next business day. The appeal shall concern a specific action and shall state the grounds for appeal.*

All Director Decisions will be appealed to the Planning Commission. Planning Commission decisions are appealed to the City Council and require the submittal of an *Appeal to the City Council* form and can be obtained from the City Clerk’s Office or on the [City Clerk’s website](#).

Fee Payment. Fee amounts for this application can be found online within the City’s [Comprehensive Fee Schedule](#) based on the level or **Tier** of the decision (see below). The fee must be paid at the time of the submittal of this form.

APPELLANT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

APPEAL REQUEST

In accordance with the procedures set forth in Title 17, Chapter 17.126 of the San Luis Obispo Municipal Code, I hereby appeal the decision of the (select one of the following):

Tier 2:

- Zoning Hearing Officer (e.g., Minor Use Permit (MUP), Variance, Tentative Parcel Map, Creek Setback Exception, etc.) or
- Community Development Director (e.g., Minor or Moderate Development Review)

Tier 3:

- Community Development Director (e.g., Director’s Actions.)

Tier 4:

- Community Development Director (e.g., Home Occupation Permit, Non-profit Special Event, Tree Removals, etc.)

SUBJECT OF THE APPEAL

Date the decision being appealed was rendered: _____

Project address: _____

Application number: _____

Explain specifically **what action(s)** you are appealing and **why** you believe your appeal should be considered. You may attach additional pages, if necessary.