APPEAL A DECISION OF
THE DIRECTOR OF PLANNING & DEVELOPMENT SERVICES*

For appeals of final decisions on Architectural Review Board and Home Improvement Exception applications (rendered after public hearing), this appeal form shall be completed and submitted by appellant within fourteen (14) days from date of the Director's decision. Appeals of final decisions on Individual Review applications (rendered after public hearing) must be submitted within ten (10) days of the Director's decision. This completed form and a letter stating reasons for the appeal must be submitted via email to all three of the following email addresses jodie.gerhardt@cityofpaloalto.org, veronica.dao@cityofpaloalto.org and vinhloc.nguyen@cityofpaloalto.org. Once received, staff will contact you to make payment via the City's online portal.

* Director of Planning includes his designees, Planning Managers or the Chief Planning Official

Appeal Application No. Receipt No.
Name of Appellant Phone ( )
Address
Street City ZIP

LOCATION OF PROPERTY SUBJECT TO APPEAL:
Street Address
Name of Property Owner (if other than appellant)
Property Owner's Address
Street City ZIP

The decision of the Director of Planning & Development Services dated , 20
whereby the application by
(file number) (original project applicant)
was , is hereby appealed for the reasons stated in the attached letter (in duplicate)
(approved/denied)
Date: Signature of Appellant

PLANNING COMMISSION RECOMMENDATION TO THE CITY COUNCIL (TO BE FILLED OUT BY STAFF):
Date Approved ☐ Denied ☐
Remarks and/or Conditions:

CITY COUNCIL DECISION (TO BE FILLED OUT BY STAFF):
Date Approved ☐ Denied ☐
Remarks and/or Conditions:

SUBMITTAL REQUIREMENTS SATISFIED:
1. Letter stating reasons for appeal Received by:
2. Fee ($651.35 for FY 2023) Received by: