



Appeal Application

Property Location and Zoning (print or type)

Property Address: _____ Zip Code: _____

Assessor's Parcel No(s): _____

Cross Streets: _____

Permit Requested (Please check all applicable boxes)

Please include the supplemental application form when submitting your application.

APPEALS

Appeal of Staff Decision

Appeal of Zoning Administrator Decision

Appeal of Planning Commission Decision

Appeal of Historic Preservation Commission

Owner / Applicant Information

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Cell / Other Phone: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Cell / Other Phone: _____

STAFF USE ONLY

File No(s): _____

Date Submitted: _____

Received By: _____

Appeal Application

Applicant Certification

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Pomona permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Pomona’s web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City’s consideration of this application.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Pomona or its agents, officers, and employees, from any claim, action or proceeding against the City of Pomona or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Pomona, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Pomona shall promptly notify the applicant of any such claim, action or proceeding, and the City of Pomona shall cooperate fully in the defense.

Signature: _____ Date: _____
 Name (*print or type*): _____ Phone: _____

Consent by Property Owner

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner’s signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

 Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.



Appeal Application Submittal Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal.

Note: Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing

Appeals

- Completed *Appeal Application*.
- Applicable Filing Fees.
- Letter stating reason and justification for the appeal. Please include the reasons why you believe the decision you are appealing was incorrect.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

CA 91733, phone: (626-258-6001). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.

- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.

- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the Property Owner mailing list and the Occupant mailing list. The return address shall read: "City of Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte,*

- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

Note: Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.