**PLANNING COMMISSION APPEAL GUIDE AND APPLICATION**

***APPLICATION CHECKLIST:***

1. Completed **application form**.

2. **Application fee $100.00**. The appeal application shall not be accepted unless the fee is paid in full at the time of application.

***PROCEDURE:***

1. The Application should be filed at City Hall. A completed application must be provided for the appeal to be considered. Such application must be made within thirty (30) days of the decision made by the Planning Commission. See the application checklist above for a list of needed items to complete an application. No application will be accepted without payment-in-full of the variance application fee.

1. City staff will review the application and set a date for a public hearing for the appeal, typically at the next regularly schedule City Council meeting. The public hearing is conducted to allow neighboring property owners to comment on the appeal application. The application must include the following:
* Summary of any reasons provided by the Planning Commission concerning the decision made in the case.
* Reasons why the applicant of the appeal contends that the Planning Commission erred in its decision.
* Reasons why the applicant of the appeal believes that the public health, safety, and welfare would be better served if the Planning Commission’s decision were reversed.
* Any new and pertinent information bearing on the case which may have been overlooked by the Planning Commission or which may have come to light following the meeting at which the Planning Commission made its decision.

3. Notice of the public hearing must be posted in the newspaper at least one time not less than 15 days in advance of the public hearing. The city is responsible for covering the cost of the publication and placing the ad for the notice.

4. The petitioner shall place a sign in an eye-catching place on the site of the property in question, indicating the date, time, and place of the public hearing on the petition. The sign should be placed on the site no fewer than fifteen (15) days prior to the date of the hearing. The city shall provide the sign.

5. The City Council shall hold a public hearing on the appeal and may affirm, reverse, or modify the decision made by the Planning Commission. The City Council may also remand the appeal to the Planning Commission for reconsideration of the item.

**PLANNING COMMISSION APPEAL**

**APPLICATION**

Petitioner Name/Signature:

Spouse

Name/Signature:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:

Reason for PC Decision:

Disagreement with PC Decision:

Public Interest for Reversing PC Decision:

New Information not Considered by PC:

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