

**CITY OF LAGUNA BEACH  
NOTICE OF APPEAL**

1. Appeals may be filed by the applicant, any other aggrieved property owner within three hundred feet of the subject property or by a member of the City Council.
2. The appeal fee of \$650.00 must accompany the appeal at submittal.
3. This form must be received by the City Clerk within 14 calendar days of the determination.
4. Under the current Municipal Code, multiple appeals from a Design Review Board decision can be submitted. *Each and every ground for the appeal(s) must be stated in writing. The hearing conducted by the City Council is limited to the grounds specifically stated in the appeal(s). Neither members of the public nor members of the City Council may expand the issues presented by an appeal beyond the stated grounds.*
5. Each question on this form must be answered. Attach additional pages if necessary.
6. Prior to completing the form you may wish to read the Laguna Beach Municipal Code sections that pertain to appeals. Copies are available in the Department of Community Development, the City Clerk's Office or on line at [www.lagunabeachcity.net](http://www.lagunabeachcity.net). [25.05.070]

**APPEAL BACKGROUND INFORMATION:**

**Name of Appellant:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Address of Appellant:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Owner of Subject Property:** \_\_\_\_\_

**Board/Commission/Officer responsible for Decision Appealed:** (Select One)

- Design Review/Board of Adjustment
- Planning Commission
- Other: (Explain) \_\_\_\_\_

**Date of Decision/Hearing:** \_\_\_\_\_

**Appeal of:** (Select One)

- Approval
- Denial
- Other: (Explain) \_\_\_\_\_

**Generally Describe:**

The type of permit, relief or action originally sought for the subject property: \_\_\_\_\_

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**REASON FOR THE APPEAL:**

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The foregoing statements are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Appellant)

**PROCEDURE FOR REQUESTING A CONTINUANCE OF A PUBLIC HEARING:**

Continuances are granted at the discretion of the City Council. Either the applicant or the appellant may request a continuance at the time of the public hearing. Only the applicant (owner of the subject property or his/her designee) may request a continuance *prior* to the hearing and it must be submitted in writing to the City Clerk by noon of the Thursday prior to the public hearing.

Appeal Received By: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Appeal Fee: \_\_\_\_\_  
Date of Hearing: \_\_\_\_\_