



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

APPEAL APPLICATION

APPLICANT:

Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____
Fax: _____

LEGAL OWNER:

Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____
Fax: _____

REPRESENTATIVE/CONTACT PERSON:

Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____
Fax: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

BUSINESS LICENSE NUMBER (Required) _____
License Number Expiration Date

Project Address: _____ Name of Project: _____
Existing General Plan/Zoning: _____ Existing Land Use _____
Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____

Case No. of the Appeal _____
Brief Summary of the Appeal: _____

Any false or misleading information shall be grounds for denial
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.

Wet Ink Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

CASE NUMBER: APP _____ RELATED CASE NUMBER: _____
FILING FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
DATED SUBMITTED: _____ SUBMITTED TO: _____

Appeals

I. SUBMITTAL REQUIREMENTS

- ___ 1. Applicable fees.
- ___ 2. One completed application form, including wet ink signature(s) of property owner(s).
- ___ 3. A letter requesting appeal stating the basis for the appeal and whether it is an appeal of a staff decision to the Director of Community Development, an appeal of the Community Development Director or an appeal of a Planning Commission decision.
- ___ 4. One 3" x 3" Vicinity Map.
- ___ 5. One copy of the preliminary title report(s).
- ___ 6. Three (3) sets of mailing labels for property owners within a 500-foot radius of the project. If the required 500 foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000'). The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500 or 1000-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 1/2" x 11" sheets of self-adhesive labels.
- ___ 7. This application shall be accompanied by a Map showing every property within the radius of the subject property.
- ___ 8. Other requirements deemed necessary to City staff such as exhibits and other supporting documentation.

Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.

II. PROCEDURES

- 1. Appeals must be filed within 10 days of the date the decision being appealed.
- 2. Submit a complete application with all required signatures, application fees, mailing labels and map (500' - 1000' radius) and exhibits as described in Section I above.