

CITY OF HERMOSA BEACH

APPEAL TO THE PLANNING COMMISSION

1. SUBMIT PROJECT OR REQUEST TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

The following items must be submitted to the Community Development Department, Planning Division, to appeal the Director's decision regarding an interpretation of the Municipal Code, Zoning Ordinance, or other interpretation of a Condition of Approval of a land use entitlement such as a Conditional Use Permit.

A description of the appeal or interpretation requested, and a summary of the reasons/rationale for the interpretation, and any exhibits to explain the request.

Consultation with Planning staff is mandatory on required plans for application submittal.

If the interpretation is project related the following should also be submitted.

1. **Fifteen (15) sets of 11" x 17" plans to scale; collated, stapled and folded to 8 ½" x 11".**
2. **One (1) full size set of plans to scale; plans shall not exceed 24"x36"; collated, stapled and folded to approximately 8 ½" x 14".**
3. **One (1) set of electronic plans** will be required a week before the hearing. These plans will be placed online for review by the general public.
4. **Photos** of the subject property and surrounding terrain.
5. **Completed Master Application form.** All required signatures must be included on the application.
6. **Payment of Fees:** \$2,380 + \$170 (public notice poster) + \$179 (Records Technology System) = \$2,729.
7. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses.

Only complete applications will be accepted. The Community Development Department, Planning Division, reserves the right to reject any application based on insufficient information or to request additional information for 30 days after the submittal.

2. PLANNING COMMISSION

Upon submittal of the application the Planning Commission will schedule the request for consideration at least **four (4) weeks from the submittal date.**

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission has the authority to approve or deny the request.

A representative of the project must be at the meeting of the Planning Commission to answer any questions.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City's web site at www.hermosabch.org.