



Appeals of Planning Decisions

What is an Appeal?

Who can Appeal? Any affected person may appeal decisions by the Zoning Administrator, Planning Manager, Community Development Director, or Subdivision Committee to the Planning Commission. Planning Commission decisions may be appealed to the City Council. ([Chapter 1 Article III of the Municipal Code](#), [Section 41.7 of the Zoning Code](#)).

Decisions. Once an appeal is filed, Building Permits shall not be issued for a use or building on the subject parcel until the appeal is decided. When reviewing any decision on appeal, the reviewing body shall use the same standards for decision making and shall make findings in accordance with the Municipal Code, Redwood City Zoning Code, or applicable state law. The reviewing body may adopt the lower decision-making body's decision and findings as its own and may affirm, reverse, or modify any decision appealed. See [Chapter 1 Article III Section 1.45.10 – D of the Municipal Code](#) for more information.

De Novo Hearing. Appeals shall be heard de novo (as a new matter) by the reviewing body. In addition to considering the testimony and evidence presented at the hearing on the appeal, the reviewing body shall consider all pertinent information from the file as a result of the previous hearings from which the appeal is taken. See [Chapter 1 Article III of the Municipal Code](#) or [Section 41.7 of the Zoning Code](#) for more information.

How to File an Appeal

When. Appeals must be filed within 15 calendar days of the date of action or as otherwise specified by applicable law.

Application. The appellant must submit the [Appeal Form](#) with reasons for the appeal to the City Clerk. A non-refundable filing fee must also be paid.

Fee. The fee amount is dependent on the fee charged for the original permit. See the [Fees Form](#) for more information.

Appeal Hearing

The City must schedule the public hearing within 90 days of the date of the appeal. For projects decided by the Zoning Administrator, the appeal will be heard by the Planning Commission. The City Council only reviews appeals of permits decided by the Planning Commission.



APPEAL FILING FORM

(All appeals must be received by the City within 15 days of the decision or determination being appealed).

First and Last Name: _____
 Organization Name, if Any: _____
 Contact Address: _____
 Contact Telephone Number: _____
 Contact E-mail: _____

Please note: New Appeal Filing Fee Effective July 22, 2017

- a. For any permit fee/deposit less than \$4,500 Fee \$667
- b. For any permit/deposit \$4,500 or more Fee \$2,668

Non-refundable Appeal Filing Fee attached/paid to City of Redwood City. Check
 (if multiple appeals filed each must submit a fee) Cash
 Receipt provided to appellant:
 Yes
 No

Name of Subject or Matter Being Appealed : _____

- Appeal of Decision of One of the Following:
- Zoning Administrator
 - Community Development Director
 - Planning Commission
 - Other

Grounds for Appeal: (specify reasons for appeal) _____

List of documents attached (all records and documents requested to be considered at the appeal hearing must be attached) _____

Signed: _____ **Dated:** _____