FILING FEES
$351.00 (PLAPPEAL) Residential
$1,408.00 (PLAPPEAL), per Commercial Multi-family or Tentative Map Appeal

TRANSCRIPTION $500 (PLTRANS)

Town of Los Gatos
Office of the Town Clerk
110 E. Main St., Los Gatos CA 95030

APPEAL OF PLANNING COMMISSION DECISION

I, the undersigned, do hereby appeal a decision of the Planning Commission as follows: (PLEASE TYPE OR PRINT NEATLY)

DATE OF PLANNING COMMISSION DECISION _____

PROJECT / APPLICATION NO: _____

ADDRESS LOCATION: _____

Pursuant to the Town Code, the Town Council may only grant an appeal of a Planning Commission decision in most matters if the Council finds that one of three (3) reasons exist for granting the appeal by a vote of at least three (3) Council members. Therefore, please specify how one of those reasons exists in the appeal:

1. The Planning Commission erred or abused its discretion because _____

_____

_____

_____; **OR**

2. There is new information that was not reasonably available at the time of the Planning Commission decision, which is

_____

_____

_____

_____ (please attach the new information if possible): **OR**

3. The Planning Commission did not have discretion to modify or address the following policy or issue that is vested in the Town Council: _____

_____

_____

IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS.

IMPORTANT:

1. **Appellant is responsible for fees for transcription of minutes. A $500.00 deposit is required at the time of filing.**
2. Appeal must be filed within ten (10) calendar days of Planning Commission Decision accompanied by the required filing fee. Deadline is 5:00 p.m. on the 10th day following the decision. If the 10th day is a Saturday, Sunday, or Town holiday, then it may be filed on the workday immediately following the 10th day, usually a Monday.
3. The Town Clerk will set the hearing within 56 days of the date of the Planning Commission Decision (Town Ordinance No. 1967)
4. An appeal regarding a Change of Zone application or a subdivision map only must be filed within the time limit specified in the Zoning or Subdivision Code, as applicable, which is different from other appeals.
5. Once filed, the appeal will be heard by the Town Council.
6. If the reason for granting an appeal is the receipt of new information, the application will usually be returned to the Planning Commission for reconsideration.
7.

PRINT NAME: _____ SIGNATURE: _____

DATE: _____ ADDRESS: _____

PHONE: _____ _____

*** OFFICIAL USE ONLY ***

DATE OF PUBLIC HEARING: _____ CONFIRMATION LETTER SENT: Date:

Pending Planning Department Confirmation TO APPLICANT & APPELLANT BY:

DATE TO SEND PUBLICATION: _____ DATE OF PUBLICATION: