City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: (916) 264-5011
planning@cityofsacramento.org

Appeal of Director-Level Decision(s)

City Code Section 17.812.060

I. Form Instructions

Overview: Any person dissatisfied with a director-level decision may appeal it to the Planning and Design Commission. Appeals must be filed within 10 calendar days of the decision.

Filing Instructions: All the following are required:

I. Complete Form: Fill all portions of this form with required information.

II. Submit Form:

- Online by emailing to planning@cityofsacramento.org; **OR**
- Deliver in-person to the Planning Counter at 300 Richards Boulevard, 3rd floor.

III. Pay Fee. Once this form is submitted, city staff will generate an invoice. The appeal is not considered timely filled until the fee is paid. The fee may then be paid online on the Public Permit Portal or in-person at 300 Richards Blvd, 3rd floor.

- Appeal Fee is: $5,571 for Project Applicants; $415 for Third Party

How to Ask Questions: Please contact the planner assigned to the application being appealed, send an email to planning@cityofsacramento.org, or make an appointment to visit the Planning Counter in-person at 300 Richards Blvd, 3rd floor. To schedule an in-person visit, please use Appointment Scheduling webpage.

II. Appellant Information

Name: _____

Email: _____

Phone Number: _____

Mailing Address: _____

Signature: _____

Date: _____

III. Appeal Information

Project Name: _____

Application Number: _____

Director Decision Date: _____

Review Authority: Zoning Administrator ☐ Design Director ☐ Preservation Director ☐

Grounds for Appeal (Attach Additional Pages, as Needed):