

## 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 the required information.
- II. **Submit Form:**
  - Online by emailing [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org); **OR**
  - Deliver in-person to the Planning Counter at 300 Richards Boulevard, 3<sup>rd</sup> floor.
- III. **Pay Fee.** Once this form is submitted, city staff will generate an invoice. The appeal is not considered timely filed until the fee is paid. The fee may be paid online on the [Public Permit Portal](#) or in-person at 300 Richards Blvd, 3<sup>rd</sup> floor.
  - Appeal Fee: \$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](mailto:planning@cityofsacramento.org), or make an appointment to visit the Planning Counter in-person at 300 Richards Blvd, 3<sup>rd</sup> floor. To schedule an in-person visit, please use the [Appointment Scheduling](#) webpage.

### II. Appellant Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## II. 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):