



City of Fontana  
Planning Department  
8353 Sierra Avenue, Fontana, CA 92335 ~ (909) 350-6718  
Website: [www.fontanaca.gov/834/Planning](http://www.fontanaca.gov/834/Planning) ~ E-Mail:  
[Planning@fontanaca.gov](mailto:Planning@fontanaca.gov)

## APPEAL APPLICATION FORM

# APPEAL APPLICATION FORM

Any action taken by the Planning Commission, or the Director of Planning may be appealed as indicated in Section 30-25 of the Development Code by the applicant or any interested party. An application for appeal shall be filled within fifteen (15) calendar days after the hearing from which the decision is made.

### APPELLANT INFORMATION

Name(s):

Mailing Address:

City:

State:

Zip:

Phone Number:

Email Address:

#### City Staff Only

Project No.:

Received By:

Date:

### SUBJECT OF APPEAL

This application is hereby filed pursuant to the Fontana Development Code Section 30-25 (Appeals), appealing a decision or action of the following authority:

☐ Directors Action

☐ Planning Commission

### PROJECT INFORMATION

Project Number:

Date of Action / Decision:

Project Name:

Address / Intersection:

City:

State:

Zip:

APN(s):

Applicant/Appellant:

### APPLICANT CERTIFICATION

*I acknowledge the filing of this application and certify that all the above information is true and correct.*

Signature:

Date:

Full Name:

Title:



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### APPEAL CHECKLIST

#### SECTION 1: Application Procedure and Filing Requirement

- A. Right of appeal:** Any action taken by the Planning Commission, or the Director of Planning may be appealed as indicated in Section 30-25 of the Development Code by the applicant or any interested party. An application for appeal shall be filed within fifteen (15) calendar days after the hearing from which the decision is made. No fee shall be charged for such appeal by an adjoining property owner.
- B. First Submittal (at Filing Deadline):** This first submittal will be reviewed internally by city staff and responsible agencies only. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.

The following items are required with the application and can be uploaded online at <https://www.fontanaca.gov/834/Planning> under [Apply for a Project](#):

- ☐ 1. **Application Form:** Appeal application shall be completed.
- ☐ 2. **Filing Fee:** The appropriate fees will need to be submitted at the time of application. See below

Project Applicant Appeal	\$ 2,410 (Planning Fee) + \$1,080 (Engineering Fee) + \$ 40 (Archive Fee)
Aggrieved Person Appeal	\$ 2,410 (Planning Fee) + \$1,080 (Engineering Fee) + \$ 40 (Archive Fee)
Aggrieved Adjoining Property	No Charge

- ☐ 3. **Appeal Information:** Provide a letter stating the specific reasons for the appeal and include the Master Case Number (MCN) of the project being appealed.