



CITY OF LARKSPUR APPLICATION FOR APPEAL

Please Read before filling out the Application for Appeal

1. The appeal must be filed with the City Clerk no later than 10 days from the date of the final decision of the Board/Commission/Staff. Per LMC Chapter 12.16 (Trees, Including Heritage Trees), Parks & Recreation decisions shall be submitted no later than 15 days from the date of the final decision of the Commission.
2. A filing fee must be submitted with the Application for Appeal.
Fees: Applicant, \$1,000.00; Non-Applicant, \$750.00.
3. Owner/Applicant/Appellant may be requested to submit 5 additional sets of to-scale 50% reduced size project plans (12" x 18"). No revised plans will be accepted for the appeal hearing.
4. If the last day to file an appeal is a Friday when City Hall offices are closed to the public, please call 415-927-5110 to make an appointment with City staff to receive the documents. If the last day to file an appeal falls on a weekend or City Hall observed holiday, the final day to appeal shall be extended to the next day City Hall is open for public business. Appeals cannot be accepted after the appeal period has ended.
5. Once a hearing date has been scheduled, all parties will be notified.

Please type or print clearly

Pursuant to Chapter 2.50 of the Larkspur Municipal Code, I/We, Applicant/Owner OR Interested Party, do hereby appeal the decision of:

- Planning Commission Zoning Administrator Parks & Recreation Commission
- Staff Other: _____

Decision Date: _____ Subject: _____

Said appeal is made on the following specific grounds (additional sheets may be attached, if necessary):
Appellants must submit sufficient information to identify the matter appealed, their interest in the matter, the reasons for requesting an appeal, and the specific remedy or action the appellant wishes taken.

Signature of Appellant(s)

Name: _____ Email: _____ Phone: _____

Mailing Address: _____