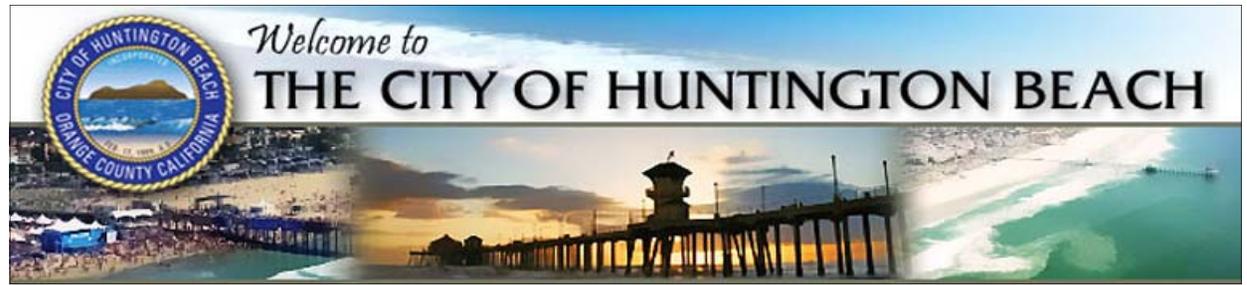


City of
Huntington Beach
Planning & Building
Department

How To File an Appeal



Huntington Beach Zoning and Subdivision Ordinance, Chapter 248, stipulates that a decision on a discretionary approval is not final until the time for an appeal expires. The time for an appeal from a decision by the Director of Planning, Zoning Administrator, Environmental Assessment Committee, Design Review Board, Subdivision Committee or the Planning Commission shall be filed within ten calendar days after the date of the decision.

The Planning Commission shall hear an appeal from the decision of the Director of Planning, Zoning Administrator, Design Review Board, Environmental Assessment Committee, and the Subdivision Committee. The City Council shall hear an appeal from the decision of the Planning Commission. City Council decisions are final except for Coastal Development Permits located in the appealable area of the coastal zone.

What To Do

1. During the appeal period, an aggrieved party files letter stating the reasons for said appeal with the Planning Department or the City Clerk's office, depending upon whose decision is being appealed. Appropriate filing fee is also paid at this time.
2. The Planning Division schedules the item before the appropriate body. The reviewing body shall hear the appeal as a new matter.
3. Public notification is sent and published in newspaper.
4. Appropriate body (Planning Commission or City Council) holds a public hearing. Staff presents the report, appellant and other interested parties give testimony. Planning Commission or City Council considers all information presented and renders a decision.



5. Appellant is notified of decision. Decisions of the Planning Commission are final unless appealed to the City Council.
6. Decisions of the City Council are final, except that coastal development permits for development located in the appealable area of the coastal zone may be appealed to the California Coastal Commission.



Procedure

Appeals must be filed in writing during the ten-day appeal period along with the filing fee. Appeals may be filed until 5:00 PM on the last day of the appeal period. The appeal period consists of calendar days (including Saturdays, Sundays, and holidays) from the date of action by the applicable body identified in the Notice of Action letter. When the last day falls on a Saturday, Sunday, or holiday for which City offices are closed, the appeal may be filed until 5:00 PM on the next calendar day. Staff cannot accept late appeals.

Appeals of the Director's decision, Zoning Administrator, Environmental Assessment Committee or Design Review Board must be filed in the Planning Department, along with the filing fee. Appeals of the Planning Commission must be filed in the City Clerk's Office, along with the filing fee. Appellants may be required to furnish the necessary items for public notification.

If there are any questions please contact the Planning and Zoning Information counter.

Contact Information

Information on applications, zoning requirements, etc. is available by visiting the Third Floor of the Civic Center at 2000 Main Street (Corner of Yorktown and Main) or calling (714) 536-5271, or on the Planning Division's website: www.huntingtonbeachca.gov/government/departments/planning-building



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