



**COUNTY OF SAN LUIS OBISPO  
DEPARTMENT OF PLANNING & BUILDING  
COASTAL APPEAL FORM**

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Many actions taken by Department of Planning and Building staff or the Building Official may be appealed. Decisions made by the Planning Department Hearing Officer, Subdivision Review Board, or Planning Commission to approve or deny a permit application may also be appealed by the applicant or any member of the public.

To file an appeal, a completed original appeal form must be submitted to the Records Management Division, along with the required fee, no later than 14 calendar days following the date of the action. For "Site Plan" land use permits, the appeal period is 7 calendar days after the approval. Appeals may be submitted in person or emailed to the Department at [planning@co.slo.ca.us](mailto:planning@co.slo.ca.us) within the applicable appeal period.

Please clearly state the reasons for your appeal in the "Basis for Appeal" section of the form, including all relevant facts, conditions, and considerations. You may also submit a supplemental letter providing additional detail, if desired.

Once an appeal has been filed, staff will prepare a response and schedule the matter for an appeal hearing. The Planning Commission, Board of Supervisors, or other designated Review Authority, as specified in the applicable ordinance, will conduct the hearing. You will be notified by mail of the date, time, and location of the hearing. Attendance is strongly encouraged so you may respond to questions or provide clarification related to the application and the appeal.

**FEES**

Appeal fees are waived for appeals filed for land use entitlements located within the Coastal Zone, consistent with the requirements of the County's Local Coastal Program.

If you have any questions, please contact the Records Management Division by email at [planning@co.slo.ca.us](mailto:planning@co.slo.ca.us) or by phone at (805) 781-5600.

**Please Note:** *An appeal must be filed by an aggrieved person or the applicant at each stage of the review process if they remain dissatisfied with the most recent decision or action.*



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PROJECT INFORMATION:

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

File Number: \_\_\_\_\_

Type of permit being appealed:

- Plot Plan, Site Plan, Minor Use Permit, Development Plan/Conditional Use Permit, Variance, Land Division, Lot Line Adjustment, Other

The decision was made by:

- Planning Director (Staff), Building Official, Planning Department Hearing Officer, Subdivision Review Board, Planning Commission, Other (Please List)

The decision is appealed to:

- Board of Construction Appeals, Board of Handicapped Access, Planning Commission, Board of Supervisors

BASIS FOR APPEAL

INCOMPATIBLE WITH THE LCP: The development does not conform to the standards set forth in the Certified Local Coastal Program of the county for the following reasons (attach additional sheets if necessary)

Explain: \_\_\_\_\_

INCOMPATIBLE WITH PUBLIC ACCESS POLICIES: The development does not conform to the public access policies of the California Coastal Act - Section 30210 et seq of the Public Resource Code (attach additional sheets if necessary).

Explain: \_\_\_\_\_

OTHER: List any conditions that are being appealed and give reasons why you think it should be modified or removed.

Condition Number \_\_\_\_\_ Reason for appeal (attach additional sheets if necessary)

APPELLANT INFORMATION

Print name: \_\_\_\_\_

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

Phone Number (daytime): \_\_\_\_\_

I certify that this form has been completed accurately and that all statements made herein are true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt No. (if applicable): \_\_\_\_\_