Rev. 2/24/2015

City of Sonoma

Application for Appeal before the Board of Appeals (City Council)

Use for Appeals of the California Building Standards Code

For City Use

Date Received _____

By_____

Fee Paid $_____

- Any person dissatisfied with any final decision of the code official may appeal such final decision to the Board of Appeals (City Council). Only final decisions may be appealed to the Board of Appeals.
- An appeal fee must accompany this application.. To request the amount of the appeal fee please call 707-938-3681 and request the amount of the "Appeal Fee" (BL-11) pursuant to the City's adopted fee schedule.
- Pursuant to Section 113.5 of the administrative provisions contained in Section 14.10.010 of the Sonoma Municipal Code , appeals must be filed with the City Clerk **within fifteen (15) calendar days** of the date the code official's decision, notice or order (oral or written) is properly served. Failure to file an application for appeal in accordance with the filing deadline or failure to provide the information requested on the appeal form shall constitute a waiver of the right to an administrative hearing on the matter.
- The application for appeal shall state the nature and date of the decision being appealed, the name and address of the appellant and his/her interest in the matter, the property address which is the subject of the appeal, the specific action requested by the appellant to be taken by the appeal body, the signature(s) of the appellant(s), and, unless the appeal is by a member of the city council, the reasons which, in the opinion of the appellant, render the decision unjustified or incorrect. Additional sheets of supporting documentation may be attached as exhibits if necessary.
- An application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, do not fully apply, or an equally good or better form of construction is proposed. **[NOTE: The Board of Appeals has no authority to waive requirements of the code.]**
- The filing of a proper application for appeal shall have the effect of staying the issuance of any permit until such time as the matter on appeal is resolved.
- Following receipt of a timely application for appeal in proper form and the payment of the required fee, a hearing date will be set. The appellant will be notified of the scheduled hearing date not less than10 days prior to the hearing.
- Only those matters or issues specifically raised by the appellant in the application for appeal shall be considered in the

APPELLANT INFORMATION:

(Please Type or Print)

Name:

Mailing Address:

Phone: E-mail:

I/We the undersigned do hereby appeal the decision(s) of the:

☐ Building Official ☐ Fire Chief ☐ Other:

The decision(s) being appealed is/are:
[Indicate specific code section (if referenced) and decision being appealed]

Regarding the property located at:
[Address of subject property]

The date I was notified of the decision that is being appealed was:

I/We hereby declare that I/We are the:

☐ Property Owner ☐ Tenant ☐ Contractor ☐ Design Professional

☐ Other:

The facts of the case and basis for the appeal are:
[Add additional sheets if necessary]

I/We request that the Appeal Body take the following specific action(s):
[Add additional sheets if necessary]

Signed: _____ _____
Signature (Appellant) Date

_____ _____
Signature (Appellant) Date