



Appeal Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items listed on the enclosed application form must be provided before the Planning Department counter staff can accept your application for filing. Please review these minimum requirements prior to submitting your application, as counter staff do not have the authority to waive these requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item requested on the application form, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh".

Henry K. Noh
Planning Director

ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
- Mike Lorenz, Police Chief (909) 395-2710 or mlorenz@ontarioca.gov
- Ethics Line (800) 500-0333



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Instructions:

1. Pursuant to Ontario Development Code Division 2.04 (Appeals), any person having legal standing may appeal and action or decision to the Appeal Authority, including but not limited to an applicant, resident, business owner, or any person owning real property within the City, that is aggrieved by an interpretation, action, or decision made by any City agency or department, or by an Approving Authority.
2. Within 10 days following the action or decision being appealed, an appeal request must be filed with the Planning Department on an Appeal Application Form, along with the required filing fees. The appeal request must include a statement identifying the specific action or decision that is being appealed, the specific grounds for the appeal, and the relief requested from the Appeal Authority.
3. An appeal of an action or decision made by an Approving Authority following a hearing, is limited to those matters raised during the hearing and contained in an appeal statement. The Appeal Authority cannot consider any matter that was not raised during the hearing before the Approving Authority and contained in the appeal statement.
4. The Appeal Authority that will hear the appeal request is limited to taking testimony and making its decision based solely on the specific grounds specified by the appellant in the Appeal Application Form, insofar as they make an adequate claim pursuant to Ontario Development Code Section 2.04.010. When the decision of an Approving Authority is appealed, you are limited to raising only those issues you or someone else raised during the hearing before the Approving Authority and stated in the Appeal Application Form.

GENERAL INFORMATION (PRINT OR TYPE)

Appellant: _____
 Address: _____

 Phone: _____
 Email: _____

Appellant's Representative: _____
 Address: _____

 Phone: _____
 Email: _____

(For staff use only)

File No(s): _____

 Date: _____
 Rec'd by: _____
 Fees Paid: _____
 Cash Check (# _____)
 Credit Card
 Receipt No.: _____
 Date Paid: _____

SUBJECT OF APPEAL

This application is hereby filed pursuant to Ontario Development Code Division 2.04 (Appeals), appealing a decision or action of the following Authority:

- | | | |
|---|---|---|
| <input type="checkbox"/> Department/Agency Head | <input type="checkbox"/> Development Advisory Board | <input type="checkbox"/> Zoning Administrator |
| <input type="checkbox"/> Historic Preservation Subcommittee | <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Planning Commission |

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Project File No(s): _____ Date of Action/Decision: _____

The application being appealed requests the following (*attach additional sheets as necessary*): _____

List the specific action(s) or decision(s) that is/are being appealed (*attach additional sheets as necessary*): _____

APPEAL STATEMENT

Please check the box that best describes your reason(s) for the appeal:

- Abuse of discretion.
- Decision was not supported by the record.
- Abuse of discretion and decision was not supported by the record.

State the specific grounds for the appeal and the relief requested (*please be specific and attach additional sheets if necessary*):

APPELLANT ACKNOWLEDGEMENT

I, the undersigned, hereby certify that the statements and information provided in this **Appeal Application Form**, and in any attached exhibits, present the data and information required for this application to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Name (print or type): _____



Appeal Application Form — Minimum Filing Requirements Checklist

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MINIMUM FILING REQUIREMENTS

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits> or over the counter to the Planning Department at Ontario City Hall.

- Completed *Appeal Application Form*.
- Filing fee (see Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.