



Appeal Information and Submittal Requirements Checklist

City of Indian Wells
Community Development Department
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APPEAL

APPEAL. The purpose of this application is to provide a means by which an applicant may appeal a decision of the Community Development Director or Planning Commission. Each project action is based upon a set of findings and conditions related to the goals and policies of the City. As the applicant disagrees with the action determined by the Community Development Director or Planning Commission, the appeal should be focused toward changing the findings, conditions, and/or interpretation of City policies as they relate to the subject project. The applicable code section dealing with Appeals is 21.06.110 and should be consulted for complete information.

The applicant or the Planning Commission may, within 15 days of the date of the decision, appeal any decision of the Community Development Director to the Planning Commission. The applicant or any member of the City Council may within 15 days of the date of the decision of the Planning Commission appeal any decision of the Planning Commission to the City Council.

Any appeal to the Planning Commission shall be filed with the Planning Department. Any appeal to the City Council shall be filed with the City Clerk. All appeals shall be heard by the appellate body within 60 days of the written receipt of the appeal. All appeals shall be accompanied by a letter from the appellant stating the reasons for the appeal. The Planning Commission and City Council shall not be required to hold a public hearing on any appeal it receives, but shall permit the appellant to address the matter to the body, except that the City Council shall hold a public hearing on any appeal which was subject to a public hearing by the Planning Commission.

APPEAL

SUBMITTAL REQUIREMENTS CHECKLIST

- Documentation with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Letter of justification outlining reasons for appeal.
- 1-set of certified mailing labels with a radius map of all properties within 300-feet of the project site (may be extended to 500-feet).
- Information as required for a public hearing contained in Section 21.06.100(a) of the Municipal Code as applicable.
- Other information as required per the request of the Community Development Director.