



APPEAL FORM

City of South Pasadena

1414 Mission Street | South Pasadena | California 91030

Telephone (626) 403-7230 | Fax (626) 403-7211

NOTE TO APPLICANT:

You must submit the following by the deadline:

1. This completed Appeal Form
2. Filing Fee in the amount of \$860.00 – cash, credit card (Amex, Visa, MasterCard), or check payable to “City of South Pasadena”
3. One copy of a map depicting all the properties within a **300' radius of the project site** and a **certified list of the names and addresses of all current owners and occupants of these depicted properties**, including all residential and non-residential properties (list of radius map services attached); same information in an Excel spreadsheet on a CD
4. One set of mailing labels for the City to mail information to property owners and occupants (The mailing labels must be accompanied by a notarized certification form – see attached)
5. Public Notice Fee in the amount of \$220.00 (cash, credit card, or check payable to “City of South Pasadena”)

APPELLANT INFORMATION:

(If more than one appellant, include a separate sheet replicating this section. Signatures are required from ALL appellants.)

Name: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

Signature: _____ Date: _____

TYPE OF APPEAL:

Appeal of Planning Commission Decision Date of Decision: _____

Appeal of Cultural Heritage Commission Decision Date of Decision: _____

Appeal of Design Review Board Decision Date of Decision: _____

Other, *please specify:* _____ Date of Decision: _____

PROJECT INFORMATION:

Property Address: _____

Project Name: _____

Reason for this Appeal (*please attach additional pages as necessary*): _____

For Office Use only

- 1. Appeal Form
- 2. Filing Fee in the amount of \$860.00 (cash, credit card, or check payable to “City of South Pasadena”)
- 3. One copy of a 300' radius map; certified list
- 4. One set of envelope labels for the City to mail information to property owners and occupants & CD
- 5. Public Noticing Fee in the amount of \$220.00 (cash, credit card, or check payable to “City of South Pasadena”)

Received By: _____ Date: _____

CITY OF SOUTH PASADENA LIST OF RADIUS MAP SERVICES



Disclaimer: The following services are provided for information only and are NOT endorsed or recommended by the City of South Pasadena. Other companies may exist that provide the same services.

<p><u>GC Mapping Service</u> 3055 West Valley Blvd. Alhambra, CA 91803 Wk. (626) 441-1080 Fax (626) 441-8850 gcmapping@radiusmaps.com</p>	<p><u>Susan W. Case, Inc.</u> 917 Glenneyre Street, Ste. 7 Laguna Beach, CA 92651 Wk. (949) 494-6105 Fax (949) 494-7418 orders@susancaseinc.com</p>
<p><u>JPL Zoning Services, Inc.</u> Robert B. Lemishaw 6257 Van Nuys Blvd, Ste. 101 Wk. (818) 781-0016 Fax (818) 781-0929 jplzoning@yahoo.com</p>	<p><u>Quality Mapping Service</u> Peter Elias 14549 Archwood Street #301 Van Nuys, CA 91405 Wk. (818) 997-7949 Fax (818) 997-0351 qmapping@quesqms.com</p>
<p><u>AM Mapping</u> Anna Smit 9785 Baseline Rd. #127 Rancho Cucamonga, CA 91730 Wk. (626) 403-1803 Fax (626) 403-2972 annamsmit@aol.com</p>	<p><u>Jess Esparza & Associates</u> Leo Esparza 6107 York Boulevard Los Angeles, CA 90042 Wk. (323) 256-8157 Fax (323) 256-4045 jessesparza@aol.com</p>
<p><u>T-Square Mapping Service</u> Anna Smit Wk. (626) 403-1803 Fax (626) 403-2972 annamsmit@aol.com</p>	<p><u>Ownership Listing Service</u> Catherine McDermott P.O. Box 89064 Temecula, CA 92589 Wk. (951) 699-80684 ownershiplistingservice@hotmail.com</p>

City of South Pasadena Planning & Building Department

DECLARATION AND CERTIFICATION OF PROPERTY OWNERS WITHIN A _____ FOOT RADIUS* OF THE PROPERTY LOCATED AT:

_____, SOUTH PASADENA, CA
91030

***Measured from the exterior boundaries of the subject parcel to the exterior boundaries of the neighboring parcels within the required radius, without reference to structures existing on either parcels. The provided radius map must be the County Assessor’s parcel map. Maps from any other source will not be accepted.**

ALL DECLARATIONS MUST BE NOTARIZED—SEE BELOW

I, _____, declare and certify that:

1. The attached mailing list contains the names and addresses of property owners who appear on the **latest available**** assessment roll of the County within the area described and for a distance of _____ feet from the exterior boundaries of the property located at:

_____, **South Pasadena, CA 91030**

**** the most up-to-date information held by the County Assessor. If the mailing list provider’s data are not as up-to-date, the radius map and mailing list cannot be accepted.**

2. If the assessment roll indicated that the legal owner does not reside at the identified property (and/or the property is leased/rented [e.g. apartment building, duplex, multi-suite commercial building, etc.]), an additional label for the occupant/tenant of that property has also been provided. (The label can simply be addressed to “Occupant.” The actual name is not required.)

3. The provided radius map was obtained from the County Assessor’s records.

I declare under penalty of perjury that the foregoing is true and correct.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 201____

by _____, who proved to me on the basis of satisfactory evidence to be the person (or persons) who appeared before me.

Signature of Declarant (person who created the mailing list)

Executed at _____, California.

Witness my hand and official seal _____
Signature of Notary

Source of assessment roll data: On-line CD-ROM
Other _____

Data last updated: _____ (if exact date not known, list approximate number of months since last data update received)