



**City of Ontario
Planning Department**
303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420
www.ci.ontario.ca.us

Appeal Application

GENERAL INFORMATION *(print or type)*

Appellant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Appellant's Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

(For staff use only)

File No.: _____

Date: _____

Rec'd by: _____

Fees Paid: _____

Receipt No.: _____

SUBJECT OF APPEAL

This application is hereby filed pursuant to Title 9, Section 1, Part 2, Article 5 of the Ontario Municipal Code, appealing the action of the following reviewing authority:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Decision | <input type="checkbox"/> Administrative Decision for Historical Resources | <input type="checkbox"/> Development Advisory Board Decision |
| <input type="checkbox"/> Historic Preservation Subcommittee Decision | <input type="checkbox"/> Zoning Administrator Decision | <input type="checkbox"/> Historic Preservation Commission Decision |
| <input type="checkbox"/> Planning Commission Decision | | |

Date of decision: _____ Project File Nos.: _____

The application requests: _____

ACTION/DECISION

Identify the specific action or decision which is being appealed: _____



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Mailing List/ Letter of Certification

MAILING LIST INSTRUCTIONS

At the filing of the appeal, the appellant shall provide the following information:

1. **Property Ownership List:** A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 172 W. Third, Third Floor, San Bernardino, CA. 92415.* (www.sbcounty.gov/assessor) Include the name and address of the property owner, applicant, and representative of the mailing list. **A copy of the ownership mailing labels shall be submitted on CD. The City of Ontario uses Microsoft Word, Excel and Access.**
2. **Mailing Envelopes:** One set of stamped (pre-paid postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Ontario, Planning Department, 303 East "B" Street, Ontario, CA 91764.
3. **Radius Map:** A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

<p>City of Ontario Planning Department 303 East B Street Ontario, CA 91764</p>	<div style="border: 1px solid black; width: 150px; height: 40px; float: right; text-align: center; line-height: 40px; margin-top: 20px;"><i>stamp</i></div> <div style="text-align: center; margin-top: 40px;"><div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Assessor's Parcel Number</div> 0000-000-00 John and Mary Doe 1234 E. First Street Ontario, CA 91764</div>
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EXAMPLE OF ADDRESSING ENVELOPE

CERTIFICATION (required for public hearings)

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of 300-feet from the exterior boundaries of the property.

Date: _____ Signature: _____

Name (print or type): _____



APPEAL STATEMENT

The hearing body which is to hear the appeal request is limited to taking testimony and making its decision based solely on those specific grounds identified by the appellant in this application and insofar as they make an adequate claim pursuant to Municipal Code Section 9-1.0520. When you appeal the decision of a hearing body you, and anyone speaking at the appeal hearing, are limited to raising only those issues you or someone else raised in the appeal application.

☐ Abuse of discretion
☐ Decision was not supported by record
☐ Abuse of discretion & Decision was not supported by record

The specific grounds for the appeal and the relief requested by the appellant is as follows (*be specific, attach additional sheets if necessary*): _____

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.