



SUBMITTAL REQUIREMENTS FOR Planning Appeal (APP)

Planning and Environmental Review
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7543 Fax: (805) 961-7551

Actions of final approval or denial by the Planning and Environmental Review Department Director, the Zoning Administrator, the Design Review Board, or the Planning Commission may be appealed pursuant to the Appeal Procedures found in Section 17.52.120 of the Goleta Municipal Code (GMC). Actions of the City Council are final and not subject to administrative appeal.

If you are considering filing an appeal, it is highly recommended that you:

- Contact the Planning and Environmental Review Department staff to discuss the action you are appealing and the grounds for your appeal;
- Review carefully the Appeal Procedures of the GMC Section 17.52.120 that the grounds for your appeal have merit and may be considered.
- Use the Planning Appeal Form (attached).

As outlined Section 17.52.120 (D) of the GMC:

1. The timely filing of an appeal stays all proceedings in the matter appealed.
2. A written appeal must be filed no later than the close of business of the Planning and Environmental Review Department on the last day of the appeal period. All appeals must be accompanied by payment of the required fee established by City Council resolution. Failure to file a timely appeal results in the decision becoming effective.
3. The filing of an appeal in compliance with this chapter shall have the effect of suspending the effective date of the decision being appealed, and no further action or proceedings shall occur in reliance on the decision being appealed except as allowed by the outcome of the appeal.
4. Once filed, an appeal may only be withdrawn by a written request submitted to the Director, with the signatures of all persons who filed the appeal.

The appeal application will be assigned to a staff member (likely the planner who worked on the case) once it has been properly filed. The planner will contact you with information regarding the processing of the appeal, a hearing date, and hearing procedures.