



PALMDALE  
*a place to call home*

**APPEAL APPLICATION**

Planning Division  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

Case No.: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
Print Name

**Please** complete the attached forms as prescribed and submit the following information before the application can be accepted by the Planning Division. If you are appealing a Planning Commission decision, the appeal period is 12 days from the decision. All items listed below shall be provided by the appellant.

\_\_\_\_\_ The completed Application

\_\_\_\_\_ Two sets of property owner (including APN) and occupant mailing labels (self-sticking) for all properties within 500 / 700 / 1,000 feet of the subject property (**see attached requirements**)

\_\_\_\_\_ One copy of the mailing list in tabular form containing all the information on the above labels (**see attached requirements**)

\_\_\_\_\_ One radius map (**see attached requirements**)

\_\_\_\_\_ The original Mailing Label Certification

\_\_\_\_\_ The original Public Hearing Sign Removal Authorization

FEE CALCULATION FOR ADMINISTRATIVE APPROVAL (CITY STAFF):

Base fee: \$250.00  
\_\_\_\_\_ @ \$1.65 / label: \_\_\_\_\_  
# of labels  
Public Hearing Notice: \_\_\_\_\_  
TOTAL FEE DUE: \_\_\_\_\_

FEE CALCULATION FOR HEARING BODY APPROVAL (PLANNING COMMISSION):

Base fee: \$750.00  
\_\_\_\_\_ @ \$1.65 / label: \_\_\_\_\_  
# of labels  
Public Hearing Notice: \_\_\_\_\_  
TOTAL FEE DUE: \_\_\_\_\_

**APPEAL APPLICATION  
APPELLANT INFORMATION**

Are you the applicant for the project you are appealing:      Yes       No

Name of Appellant: \_\_\_\_\_

Address of Appellant: \_\_\_\_\_

\_\_\_\_\_  
(including City and State)

Phone Number of Appellant: \_\_\_\_\_

Regarding Case Number: \_\_\_\_\_

The decision was as follows: \_\_\_\_\_

\_\_\_\_\_  
The specific grounds for the appeal are (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I request that the Planning Commission / City Council take the following action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Appellant

\_\_\_\_\_  
Date

**APPEAL APPLICATION**  
**MAILING LABEL CERTIFICATION**

CASE NUMBER(S): \_\_\_\_\_

I certify under the penalty of perjury that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 / 700 / 1,000 feet of the boundary of the subject property.

**PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF PALMDALE PLANNING DIVISION**  
**PROCEDURES FOR PROJECT SITE SIGN POSTING**

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

**CASES REQUIRING SITE PLAN POSTING:**

- Annexations
- Appeals
- Amendments, Revisions or Extensions of Time
- Conditional Use Permits
- General Plan Amendments
- Prezone Changes
- Site Plan Reviews
- Specific Plans
- Subdivisions
- Tentative Maps
- Variances
- Zone Changes

**SIGN SPECIFICATIONS:**

1. SIZE: Dimensions shall be four feet by eight feet (see Figure 1).
2. HEIGHT: Sign shall be six feet in height (see Figure 1).
3. MATERIALS: ½ inch plywood (minimum). Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two feet with 2" x 4" cross supports as shown in the diagram (see Figure 1).
4. LOCATION: A minimum of feet inside the property line in residential zones, and a minimum of one foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. COLOR: Lavender background with black lettering (see Figure 2).
6. LETTERING: Shall be block style.
7. LIGHTING: Shall **NOT** be illuminated.
8. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.

**SIGN SCHEDULE:**

1. Sign shall be posted a minimum of 10 days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.
2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of 11 days prior to the hearing.
3. Sign shall be removed within 14 days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action.

Figure 1



	Project _____
	Hearing Date & Time _____
	Council Chamber 38300 Sierra Highway, Suite B Palmdale, CA 93550
	Request _____
	Application Number _____
	 PALMDALE Planning Division For more information 661/267-5200 cityofpalmdale.org

Figure 2



**APPEAL APPLICATION**  
**PUBLIC HEARING SIGN REMOVAL AUTHORIZATION**

Case Number(s): \_\_\_\_\_

\*\*\*\*\*

Assessor's Parcel Number(s): \_\_\_\_\_

Location (address if available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

\*\*\*\*\*

**By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days or immediately after council decision of the final hearing for this/these case(s).**

Appellant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**RADIUS MAP:**

1. The radius map must show the subject parcel(s) and all properties within 500 / 700 / 1,000\* feet of the boundaries of the subject parcel(s). If the surrounding parcel owners are not excessive, indicate the Assessor's Parcel Number of every parcel within or touching the radius line on the map. List the Parcel Number on the mailing label, also. If impractical to list Parcel Numbers on the map, cross-reference to the tabular mailing list.

\*The radius for the surrounding property is calculated on the subject property size:

20 acres or less – 500' radius  
21 acres to 159 acres – 700' radius  
160 acres or more – 1,000 radius