



City of Burbank -Planning Division
APPEAL FORM

150 North Third Street
Burbank, CA. 91502
www.burbankca.gov
T: 818-238-5250
E:

Any person may file an appeal within 15 days after a decision is made by either the Community Development Director or the Planning Commission. The appeal must be accompanied by a filing fee as set forth in the Burbank Fee Resolution. If multiple parties wish to appeal a decision, they may either all sign the same appeal form, or each must submit a separate appeal form with the filing fee. All appeals will be processed at the same time. Separate applications will each require payment of the required filing fee. See Burbank Municipal Code ([BMC](#)) [§10-1-1907.1](#) *et seq.* for additional information.

Project Address:

Project Number:

Type of Application:

Appealing Action Of:

- ☐ Director
☐ Planning Commission

Action of Director or Planning Commission was:

- ☐ Approval
☐ Denial

Purpose of Appeal: An application for an appeal may only be submitted on the basis that a decision was made in error because the project does not comply with the Burbank Municipal Code and/or does not satisfy a requisite finding of approval. Clearly identify which BMC code section has not been met and/or the finding(s) from the original decision you feel was/were made in error and include the relevant Burbank Municipal Code reference(s) that support your claim. Attach additional sheets as necessary.

Appellant Name:

Second Appellant Name (if applicable):

Mailing address:

Mailing address:

Telephone:

Telephone:

Email:

Email:

Appellant Signature:

Appellant Signature (if applicable):

Date:

Date:

All appellants must sign and date the official appeal form. Attach additional appeal forms with signatures if more than two appellants.

Planning Division Use Only

Filing Fee

Receipt No.

Date Received

Received By

Notes: