

APPEAL
REQUEST FOR ADMINISTRATIVE BOARD OF APPEALS HEARING

TO: City Clerk's Office, City of Garden Grove,
11222 Acacia Parkway, Garden Grove, CA 92840
(714) 741-5040

Pursuant to Municipal Code Section 2.54.110, this appeal form must be filed with the City Clerk's Office within 15 days from the date of service of the notice and order being appealed.

Appellant(s):

Address(es) or legal description:

Describe legal interest of each appellant (indicate if building, land, or both):

State the specific order or action protested:

State the relief sought and reasons why the protested order or action would be reversed, modified, or otherwise set aside. Present material facts to support your contentions:

I hereby certify under penalty of perjury that the statements contained in this appeal to be the truth to the best of my knowledge.

Appellant(s): _____

Address, City, ZIP: _____

Phone No.: _____

Signature of at least one Appellant:

Date:

FILING FEE: \$225.00

Rev. 06/07/2011

TITLE 2: CHAPTER 54: ADMINISTRATIVE BOARD OF APPEALS

SECTION 2.54.010: Creation

There is created an Administrative Board of Appeals for the City, hereinafter referred to as the "Board," the function of which will be to perform the duties provided in this chapter. (Ord. 1317 § 1 (part), 1973).

SECTION 2.54.020: Composition

The Board shall consist of five (5) members who are qualified by experience and training to pass upon matters pertaining to building construction, or fire protection, or standard waterworks practices. Preference in the selection of the members of the Board shall be given to those individuals who possess state licenses or certificates in the field of engineering, construction, or related professions or trades. (Ord. 1317 § 1 (part), 1973).

SECTION 2.54.030: Appointment of Members

The members of the Appeal Board shall be residents and qualified electors, and the Building Official shall act as secretary of the Board. (Ord. 1628 § 26, 1977: Ord. 1317 § 1 (part), 1973).

SECTION 2.54.050: Meetings and Quorum

The Board shall meet when called by the Building Official. Within not less than ten (10) nor more than sixty (60) days of receipt of an appeal request from any person who is authorized to make appeal to such Board, the Building Official shall call and give notice of the time, date, and place of such meeting. Three (3) members shall constitute a quorum. (Ord. 1817 § 1, 1983: Ord. 1677 § 1, 1978: Ord. 1317 § 1 (part), 1973).

SECTION 2.54.060: Board Operating Procedure

The Board shall, from time to time, establish the procedures for the conduct of its meetings and such procedures shall be established by resolution and may be amended by the same method. (Ord. 1317 § 1 (part), 1973).

SECTION 2.54.080: Duties

The Board shall provide final City interpretation of the provisions of various City codes and ordinances where so authorized, and further, to conduct hearings to determine the suitability of alternate material and types of construction under the ordinances. (Ord. 1317 § 1 (part), 1973).

SECTION 2.54.090: Filing Fee

In order to cover the administrative costs of processing applications for appeals, there shall be submitted an application fee established by City Council resolution. (Ord. 2290 § 1 (1), 1994: Ord. 1317 § 1 (part), 1973).

SECTION 2.54.100: Time to Appeal

Unless otherwise provided by ordinance, any party desiring to make use of the Board in accordance with the provisions contained within this chapter and for the purposes authorized by codes and ordinances adopted by the City shall commence the appeal no later than fifteen (15) days following an adverse determination by the City official responsible for administering such code or ordinance. (Ord. 1317 § 1 (part), 1973).

SECTION 2.54.110: Place of Appeal

Each appeal filed under the provisions of this chapter shall be on a form provided by the City Clerk's office and shall be filed with the City Clerk within the time provided herein. The Board shall commence a hearing on the appeal no later than sixty (60) days following the filing of same. (Ord. 1317 § 1 (part), 1973).