

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
APPEAL FEE	XXX-X	X/XX/XX	1 OF 1

PURPOSE

The purpose of this policy is to establish procedures to process the fee for an appeal of a decision made by staff, the Zoning Administrator, or any Commission.

BACKGROUND

Appeal and review procedures are established in Title 2, Chapter IX of the Costa Mesa Municipal Code. Pursuant to Section 2-307, an application for appeal shall be accompanied by a processing fee in an amount determined by resolution of the City Council. The appeal fee is adopted by City Council based on a fee study.

POLICY

The City Council acknowledges that the processing fee for an appeal is intended to offset the cost of the staff time and resources expended during the preparation of an appeal for consideration by the final decision maker. To minimize costs to taxpayers where an appeal of a decision by the Planning Commission, Parks and Recreation Commission, Zoning Administrator, or staff is sought, the cost of processing an appeal shall be borne by the appellant. The appeal fee shall be remitted by the specified deadline by the appellant and shall be nonrefundable.

PROCEDURE

1. The appeal fee amount shall be a flat processing fee adopted by City Council by separate resolution.
2. The appeal fee shall be remitted by the appellant along with a completed appeal application to the City Clerk's office by the specified appeal deadline.
3. Appeals to the City Council or Commission shall be considered at the first regular meeting which follows receipt of the application by ten (10) or more days and which allows sufficient time for giving required public notification. An appeal hearing may be scheduled for a later date by the City Clerk's office based on concurrence from the appellant and affected party (i.e. applicant).
4. Once an appeal fee is remitted by the specified appeal deadline, the fee is nonrefundable.