



County of San Diego, Planning & Development Services  
**APPEAL PROCEDURE FOR  
ADMINISTRATIVE DECISIONS AND  
ADMINISTRATIVE PERMITS**  
*ZONING DIVISION*

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### WHO IS ELIGIBLE TO APPEAL?

- A person having an interest in the property that is the subject of the decision being appealed (subject property).
- A person having interest in property located within 300 feet of the exterior boundaries of the subject property.
- A person not having an interest in property located within 300 feet from the exterior boundaries of the subject property who, after written petition request to the Planning Commission, receives permission to file an appeal. The decision of the Planning Commission on a petition requesting for permission to appeal shall be made without hearing and shall be final.
- A County officer, Board, Commission or other County body.

### WHEN AN APPEAL BE FILED?

An appeal or a written request for permission to appeal, must be filed within **10 (ten) calendar days** of the date on which the decision being appealed was rendered. If the tenth day falls on a weekend or a County holiday, the appeal can be filed on the following work day.

### HOW MUCH DOES AN APPEAL COST?

Please refer to the [Fee Schedule](#) for all appeal filing fees. Only one appeal fee is charged for an appeal of action involving multiple permits. Administrative appeals (AA) filed shall be subject to full cost recovery (except for recognized Community Planning Groups, Community Sponsor Groups and Design Review Boards).

### WHO DECIDES THE APPEAL?

The Planning Commission will hold a public hearing on the appeal and make a decision. The decision of the Planning Commission is final and effective immediately.

### HOW DO I FILE AN APPEAL?

Appeal forms and further information are available at: Planning & Development Services, Zoning Division, 5510 Overland Ave, Suite 110, San Diego, CA 92123. Phone: (858) 565-5981.

**5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 694-8985 • (888) 267-8770**  
**<http://www.sdcounty.ca.gov/pds>**