

Appeals

**Submit Application
within time limit**

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

Continue on to 1st Review

Missing Information Provided

Accepted

Returned for more
information

Accepted

Withdraw
Submittal

Public Notice and Public Hearing
[Land Development Code Sections 5.205 and 5.206](#)

Notice of Decision

Appeals

- Appeals can be filed for decisions made by the Zoning Administrator, Zoning Hearing Officer, Director of Planning, Planning Commission, Design Review Board, Board of Adjustment or Redevelopment Commission.
- Appeals may be filed by:
 - Owner of property that is the subject of final decision
 - Any person aggrieved by a final decision
 - Town Council member
 - Town Manager
 - Planning Manager
- Appeals shall be filed with the Development Services Department and within 10 calendar days of the decision for Zoning Administrator, Planning Commission, Redevelopment Commission, Design Review Board or Director of Planning. Appeals from decisions of the Zoning Hearing Officer and Board of Adjustment shall be filed within 30 calendar days of the decision.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)



Plan Type: Appeal

Description (Proposal Name): _____

Case Number (Being Appealed): _____

Address or Location: _____

Grounds upon which the appeal is based (attach separate sheet if necessary):

Request (work class):

- Admin DR to DRB/RDC
- Admin Decision to Zoning Hearing Officer
- Minor Land Division to Planning Commission
- Zoning Administrator to Board of Adjustment
- Zoning Hearing Officer to Board of Adjustment
- Admin Relief to Planning Commission
- Design Review Board to Town Council
- Planning Commission to Town Council
- Zoning Administrator to Planning Commission

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Business Mobile Home Other

Signature: _____ Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____