



Planning, Building and
Code Enforcement

PLANNING DIVISION 05/20/2024 SUBJECT TO CHANGE

APPEAL OF ENVIRONMENTAL DETERMINATION APPLICATION

Per [Municipal Code 21.07.040](#), the San José City Council will hear appeals to the environmental determination made by City staff at a project's public hearing. This application form must be completed as instructed below to facilitate the appeal.

WHO MAY APPEAL

Any person may file.

DEADLINE

File this completed application by **no later than 5:00 p.m. of the third business day** following the day of the public hearing that relied upon the Environmental Determination.

FEES & PROCESS

View the current fee for an Environmental Determination Appeal on the Table of Applications at www.sanjoseca.gov/PlanningApplications. The fees vary depending on whether you are a project applicant or non-applicant.

HOW TO SUBMIT - 2 OPTIONS

- **In-Person (no appointment required):** Before the filing deadline stated above, come to the Planning Offices, third floor of City Hall (200 E. Santa Clara Street, San José) to submit the application. You may pay the appeal fee in-person or staff may email you an invoice which must be paid within 14 calendar days of the invoice date for the appeal to be valid.

- **Email:** Before the filing deadline stated above, email the completed application and any attachments to PlanningTechs@sanjoseca.gov. If the appeal is timely and complete, staff will email you an invoice for the appeal fee, which must be paid within 14 calendar days of the invoice date for the appeal to be valid.

WHAT TO SUBMIT

- This application form, completed and signed. You must state with specificity the reasons that the Environmental Determination should be found not to be complete or not to have been prepared in compliance with the requirements of CEQA.

Only appeals that are based on issues that were raised at the public hearing or in writing prior to the public hearing will be considered.

City staff will set a public hearing date before the City Council; the appeal item will be placed on the agenda. Staff will also prepare a recommendation of action to the City Council.

FOR QUESTIONS

Speak with a City Planner at 408-535-3555; see phone service hours at www.sanjoseca.gov/Planning.

Para información en español, comuníquese con un Planificador de la ciudad al 408-793-4100.

Để được hỗ trợ, nói chuyện với Người lập kế hoạch thành phố tại 408-793-4174.

continued >

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms](#).

The undersigned respectfully requests an appeal for the following environmental determination.

1. REASON/S FOR APPEAL: *If more space is needed, attach a separate sheet.*

Please see the attached letter for Reasons for Appeal

2. PERSON FILING APPEAL

PRINT NAME: John Urban

MAILING ADDRESS: [REDACTED]

EMAIL: [REDACTED]

PHONE: [REDACTED]

John Urban

Digitally signed by John Urban
Date: 2025.11.24 14:46:02 -08'00'

11/24/2025

● **SIGNATURE** OF PERSON FILING THE APPEAL

DATE: [MM/DD/YYYY]

For electronic submittal or virtual appointments, a **Digital ID Signature** is required.
For in-person appointments, an original ink signature is required.

3. CONTACT PERSON IF DIFFERENT FROM PERSON FILING APPEAL

PRINT NAME:

MAILING ADDRESS:

EMAIL:

PHONE: