



City of San Mateo
Public Works: Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

SMALL WIRELESS FACILITY APPEAL APPLICATION

General Information

Per [San Mateo Municipal Code Section 17.10.070\(g\)](#) and [City Policy Section 8\(d\)](#), applicants or any owners & legal occupants of properties within 500-feet of the proposed small wireless facility may appeal to the Director's Decision to the City's Hearing Officer. This form is provided to facilitate appeal filing. Please complete the form and attach any relevant documents. If emailing, please mail or drop off the appeal fee payment as soon as possible. Incomplete forms or failure to pay the fee will invalidate this appeal.

Appeals must be filed with the City Clerk within ten (10) calendar days following the Director's Decision.

Appellant Information

Name: Owner of Legal occupant of

Appellant: Phone: Address:

Email:

Subject: SWF Permit #: SWF Project Address:

Please include a short and plain statement about the basis for this appeal. This may be supplemented any time before the appeal hearing. Attach additional pages if necessary.

Appeal Basis:

Please acknowledge the following prior to signing and submitting your appeal:

- (1) I understand that appeals are not permitted when based on environmental effects of RF emissions.
- (2) I understand that appeals are not permitted when based on subject matter not related to the Director Findings listed in [City Policy Section 8\(b\)](#).
- (3) I understand that I, as the appellant, have the burden of proof to establish the basis for seeking a reversal of the Director's Decision.
- (4) I understand that I, as the appellant, shall pay the appeal fee as published in the current [Master Fee Schedule](#), and that I will not be entitled to a refund once City staff time be expended.
- (5) I understand that this appeal, if valid, will be heard at the next available hearing date where the hearing officer will issue a decision at or shortly after the hearing if so stipulated by all parties.
- (6) I understand that the hearing officer's decision, on whether to grant the appeal or not, shall be final and not subject to further administrative appeals.

Appellant's Name

Signature

Date