

PARKING PERMIT APPEAL PROCESS

The applicant for a parking permit may appeal the decision of the Permit Officer to the Public Works Director (PWD) and Building and Safety Manager (BSM). Any such appeal shall be filed with the City Clerk, in writing (please include a copy of your denied Parking Permit Application), within ten (10) business days from the date a written decision is issued by the Permit Officer. The appeal, in writing, shall be accompanied by the fee required for the filing of any such appeal, which fee shall be set by the City Council by resolution. Upon the receipt of an appeal in writing, the City Clerk shall set a hearing before the PWD and BSM.

HEARING BEFORE PWD AND BSM

At the time and place set for the appeal hearing before the PWD and BSM, the PWD and BSM shall review the decision of the Permit Officer and shall afford the appellant a reasonable opportunity to be heard in connection therewith. Upon consideration of the evidence presented to the PWD and BSM at the hearing on the appeal, the PWD and BSM may sustain the action of the Permit Officer, modify the action or reverse the action as a result of information presented at the hearing. The PWD and BSM may continue the hearing on the appeal from time to time if such continuance is deemed warranted in the PWD and BSM's sole discretion.

Upon conclusion of the appeal hearing, the PWD and BSM shall, within ten (10) days, issue a resolution of findings and determinations with respect to the appeal. The decision of the PWD and BSM shall be the final step in the appeal process.

NOTICE OF PWD AND BSM DETERMINATION

A copy of the determination of the PWD and BSM shall be mailed to the property owner, or other person in control or in charge of the permit within five (5) working days of making the determination.

FILE APPEAL WITH: City Clerk: 1 Civic Center Circle
APPEAL PROCESS FEE: \$30.00 Brea, CA 92821
(714) 990-7757

Include a copy of the Denied Parking Permit Application

Please note: The following are not considered approved justifications for granting a parking appeal: Inconvenience of moving vehicles due to schedule conflicts, lack of garage space due to non-permitted conversion of the garage area for other uses, excess storage, or failure to register vehicle to the Brea address.