



Appeal Filing to the Board of Supervisors Autonomous Delivery Device Permit Appeal [Public Works Code, Section 794](#)

The decision of the Director of Public Works approving or disapproving an Autonomous Delivery Device permit, or the Director of Public Works decision for the modification, suspension, or revocation of an Autonomous Delivery Device permit, may be appealed to the Board of Supervisors, pursuant to [Public Works Code, Section 794](#). In case of a conflict between these paragraphs and the Public Works Code, the Public Works Code provisions control.

Who May File An Appeal:

Any interested party may appeal to the Board from a final decision of the Director approving or disapproving an Autonomous Delivery Device permit, or the Director's decision for the modification, suspension, or revocation of an Autonomous Delivery Device permit.

Filing Deadline:

The notice of appeal must be filed within 10 days of release of the decision of the Director of Public Works. [Public Works Code, Section 794\(g\)\(2\)\(A\)](#)

It is the appellant's responsibility to be aware of when the Director's decision occurs, and all associated deadlines.

NOTE: If the 10th day falls on a Saturday, Sunday or holiday, the appeal may be filed before 5:00 p.m. on the next business day.

What to File:

The following shall be filed with the Clerk of the Board of Supervisors:

(1 original and 2 hard-copies)

- 1) Notice of original signed letter of appeal, addressed to the Clerk of the Board, containing the detailed factual and legal basis for the claim;
- 2) A copy of the Director of Department of Public Works' Decision;
- 3) Any documentation to be included as evidence to support the appeal; and
- 4) \$300 Appeal Fee, payable to the Office of the Clerk of the Board.

[Public Works Code, Section 794\(g\)\(2\)\(A\)](#)

NOTE: Any materials will become public records, therefore, if any private information is included, Appellant is responsible for redacting such information prior to submission.



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Where to File:

Office of the Clerk of the Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Hearing Date:

The appeal will be scheduled at a regular meeting of the full Board of Supervisors no less than 14 days and no more than 30 days of the appeal filing. Appeals are scheduled on the last Tuesday within the 30 day period; provided that if the Board of Supervisors does not conduct at least three regular Board of Supervisors meetings during such 30 day period, the hearing will be held within 45 days of the last filing date of appeal or at the next regularly scheduled Board meeting.

[Public Works Code, Section 794\(g\)\(2\)\(A\)](#)

If more than one appeal is scheduled the Clerk of the Board may consolidate such appeals so that they are heard simultaneously.

[Public Works Code, Section 794\(g\)\(2\)\(G\)](#)

Hearing Notice:

The Clerk sends notices to the appellant, interested persons who request notification from the Clerk of the Board of Supervisors, and neighborhood organizations on the list maintained by the Planning Department located within the Testing area, at least ten days in advance of the appeal hearing.

The Clerk will publish the hearing notice in at least one newspaper of general circulation.

[Public Works Code, Section 794\(g\)\(2\)\(C\)](#)

Decision:

The Board of Supervisors may overrule the decision of the Director of Public Works by a majority vote of all its members. The Board of Supervisors' decision is final.

[Public Works Code, Section 794\(g\)\(2\).](#)



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Next Steps:

Once the Appeal is determined ripe and timely, all required documents and fees filed within 10 days of the release of the Director's decision, the Clerk will notify the appellant of the date, time, and place for the hearing before the Board of Supervisors.

Any additional documentation the appellant would like the Board Members to consider must be delivered to the Clerk no later than 12:00 p.m., 11 days prior to the hearing. Any written briefs and documentation received after this deadline may not be part of the hearing packet materials and the submitting party shall be responsible for distribution.

[Public Works Code, Section 794\(g\)\(2\)\(D\)](#)

Contact:

Office of the Clerk of the Board
(415) 554-5184

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Effective 1/22/2018