



Appeal Filing to the Board of Supervisors Tentative Subdivision Map Appeal [Subdivision Code, Sections 1313-1315](#)

The decision of the Director of Public Works approving, conditionally approving, or disapproving a Tentative Parcel Map may be appealed to the Board of Supervisors, pursuant to [Subdivision Code, Sections 1313-1315](#). In case of a conflict between these paragraphs and the Subdivision Code, the Subdivision Code provisions control.

Who May File An Appeal:

The proposed subdivider, or any interested party, may appeal to the Board from a final decision of the Director approving, conditionally approving, or disapproving a Tentative Parcel Map, or a Parcel Map for which a Tentative Map is not required.

Filing Deadline:

The notice of appeal must be filed within 10 days of release of the decision of the Director of Public Works. [Subdivision Code, Section 1314](#)

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) \$298 Appeal Fee, payable to the Department of Public Works.

[Subdivision Code, Section 1315](#)

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

Where to File:

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



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Hearing Date:

Upon receipt, the Clerk shall set a time and place for hearing.

The appeal will be scheduled at a regular meeting of the full Board of Supervisors within 30 days of the appeal filing. Appeals are scheduled on the last Tuesday within the 30 day period at 3:00 p.m., or at the next regularly scheduled Board meeting should such timeframe fall within a Board recess. If more than one appeal is scheduled the Clerk of the Board may consolidate and/or schedule the second or later appeals at a specified time later than 3:00 p.m.

No Committee hearing is held.

Hearing Notice:

The Clerk sends notices to the appellant, owners of the subject property, owners of all properties within 300 feet, and other interested persons who request notification from the Clerk of the Board of Supervisors.

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

Decision:

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

Next Steps:

Once the Appeal is determined ripe and timely, the Clerk will notify the appellant of the date, time, and place for the hearing before the Board of Supervisors.

Additionally, 11 days prior to the hearing, the appellant shall provide the names and addresses of the interested parties to be notified in label format.

Any additional documentation the appellant would like the Board Members to consider must be delivered to the Clerk no later than eight days prior to the hearing.

Contact:

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