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**FOR SITES REQUESTING TO DEVIATE FROM THE HILLSIDE REQUIREMENTS OF CITY CODE CH 32-32:**

1. Utilize the [Hillside Grading Waiver Appeal Application](#) to outline the request. Hillside Grading Waivers are Technical Appeals submitted electronically through the [ProjectDox](#) system. This is a new Civil -> Appeal application.
2. Hillside staff reviews the submittal for administrative completeness. If the application package is complete based on the [Hillside Grading Waiver Appeal Application](#), the submittal will be accepted and the fee will be required.
3. The hearing will be scheduled within one (1) week of payment and approximately twenty-one to thirty (21-30) days in advance.
4. P&D staff provides notification to the applicant of the date scheduled for hearing and notification documents associated with the request.
5. Applicant sends notification letters to surrounding property owners and registered neighborhood organizations within 300 feet by certified mail and provides Post Office receipts (white slips) to the Secretary III (602-534-5059). Letters must be sent fifteen (15) days prior to the date of the hearing in order for the appeal hearing to be held. Receipts of certified mailings are due no later than forty-eight (48) hours prior to the appeal hearing date.
6. A report summarizing the applicant's request and staff recommendations is created by Hillside staff.
7. P&D staff posts the property with a public notice a minimum fifteen (15) days prior to the hearing day. It shall be the responsibility of the applicant to ensure that the posting remains in place for the entire fifteen (15) day period.
8. The hearing is conducted by the City Manager's Representative (CMR). The meeting consists of the following:
  - a. Presentation of the request by the applicant.
  - b. Presentation of the staff report and recommendation by Hillside staff.
  - c. The applicant may comment on the request and the staff recommendation.
  - d. Any public attendees are welcome to comment.
  - e. A discussion is held with the CMR.
  - f. A decision is rendered.
9. Following the hearing, a letter with the final decision of the CMR for Hillside Grading Waivers is sent to the applicant.
10. The CMR's decision shall be final unless the applicant or any interested parties, within ten (10) days after the decision is announced, requests in writing that the Development Advisory Board hold a hearing on the appeal, at which the applicant and any interested parties have an opportunity to be heard.
11. Approved Waivers shall be valid for a period of twenty-four (24) months and continues in effect beyond twenty-four (24) months if a grading permit has been issued and has not expired.