



Submittal Requirements for Appeals

In order to file an appeal, a completed Planning Permit Application form must be accompanied by the information indicated below. Some appeals may require additional information because of special circumstances.

Upon receipt of an appeal of a Staff administrative decision, the Community Development Director will set a date for a public hearing by the Planning Commission.

Upon receipt of an appeal of a Planning Commission decision, the City Clerk will set a date for a public hearing by the City Council.

[] **Appeal fee \$** _____
See Master Fee Schedule for amount.

A letter from the appellant(s) that includes the following information, as appropriate:

[] **Type of appeal**, for example:

- Appeal of Staff administrative decision
- Appeal of Planning Commission decision

[] **Description of matter appealed**, for example:

- Approval of project or application - include name and file number(s)
- Denial of project or application - include name and file number(s)
- Condition(s) of project approval – include number(s)

[] **Grounds for appeal**

[] **Specific action requested by appellant(s)**



COMMUNITY DEVELOPMENT DEPARTMENT | Planning Division

401 Grove Street, Healdsburg, CA 95448-4723

Phone: (707) 431-3346 | Email: planning@healdsburg.gov | Website: www.healdsburg.gov

Appeal Form

Please Print or Type

Appellant's name _____

Appellant's address _____

Phone no. _____ Fax no. _____

Type of appeal

Appeal of Staff administrative decision Date of decision _____

Appeal of Planning Commission decision Date of decision _____

Description of matter appealed

Approval of project or application _____

Denial of project or application _____

Conditions of project approval – number(s) _____

Other _____

The grounds upon which this appeal is filed (attach additional sheets if more space is needed):

The specific action which the appellant wants to be taken:

Appellant's Signature _____ **Date** _____

Pursuant to HMC 20.28.085 (c); Appeals shall be filed within 10 calendar days after hearing or action from which the appeal is made. In circumstances where the filing deadline occurs on a Friday that the City is closed, the filing deadline shall be extended to the next business day.

City Use Only – do not write in this area

Date Received _____ Received By _____ Fee Received _____

Appeal File No. _____ Related File No. _____

Community Development Director; Zoning Administrator, Planning Commission

Acted on by _____ Date _____