



PLANNING APPLICATION APPEAL FORM

Application & Submittal Requirements

Office of the City Clerk
 955 School Street
 707.257.9503

Planning Division
 1600 First Street
 707.257.9530

GENERAL INFORMATION

Any person may appeal an action of the Planning Division, the Cultural Heritage Commission, or the Planning Commission. This appeal form, an appeal letter, and the fee must be filed **within 10 calendar days** following the date of the action being appealed. Locate the column with the type of action to be appealed to determine appropriate hearing body and filing location.

	Certificates of Appropriateness (staff-level)	Administrative Decision (staff- level permits)	Cultural Heritage or Planning Commission Action
Hearing Body:	Cultural Heritage Commission	Planning Commission	City Council
Filing Location:	<i>Community Services Building Planning Division 1600 First Street 707.257.9530</i>	<i>Community Services Building Planning Division 1600 First Street 707.257.9530</i>	<i>City Hall Office of the City Clerk 955 School Street 707.257.9503</i>

APPEAL APPLICATION

1 APPELLANT INFORMATION

NAME / GROUP: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

2 APPEAL LETTER REQUIREMENTS

Attach a letter that includes the following four items:

- A. The specific action objected to;
- B. The action you request the decision-making body to take;
- C. The reason for the appeal; and
- D. Your name, address, and telephone number (or contact person if you are representing a group).

3 FILING FEE

Fee - Please refer to the Master Fee Schedule regarding our fees. Please make checks payable to City of Napa; we do not accept cash or credit card payments for applications.

4 Submittal

Submit the application and the two appeal letters in PDF format to planningdepartment@cityofnapa.org The fee can be mailed or dropped off at the counter with the Planning Division address listed at the top of this application.

FOR CITY USE ONLY

RECEIVED BY: _____ NOTES: _____

FORWARDED TO: _____