Any person may appeal an Administrative Decision of the Planning Division or an action by 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.

### GENERAL

<table>
<thead>
<tr>
<th>Administrative Decision (Staff-level permits)</th>
<th>Planning Commission Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Body: Planning Commission</td>
<td>City Council</td>
</tr>
<tr>
<td>Filing Location: Community Services Building</td>
<td>City Hall</td>
</tr>
<tr>
<td>Planning Division 1600 First Street 707.257.9530</td>
<td>Office of the City Clerk 955 School Street 707.257.9503</td>
</tr>
</tbody>
</table>

### 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**

$197.00. Checks payable to City of Napa.

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.

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FOR CITY USE ONLY

RECEIVED BY: __________________________ NOTES: __________________________

FORWARDED TO: __________________________