

City of West Sacramento City Clerk's Office (916) 617-4500  
1110 West Capitol Ave., West Sacramento, CA 95691

## **GENERAL INSTRUCTIONS**

In order to file an appeal, the party must file a letter of appeal together with an appeal fee with the City Clerk within fifteen (15) calendar days\* of the decision, except for appeals of a Planning Commission action on tentative maps.

## **APPEALABLE DECISIONS**

Appealable decisions are those decisions of the Planning Commission, decisions of the City's Hearing Officer or decisions made by City staff that are expressly identified as appealable by a specific provision of the West Sacramento Municipal Code (WSMC).

## **METHOD OF APPEAL**

File a letter or the attached Application for Appeal form, together with the required fee\*\* within fifteen (15) calendar days\* of the action taken with the City Clerk for appeals to the City Council or the Board of Appeals, or with the Community Development Department for appeals to the Planning Commission. You should state your reason for appeal clearly and attach any material which you believe to be supportive of your appeal.

## **WHO HEARS THE APPEAL & FILING FEE (not a complete list)**

- 1) Appeal of the Zoning Administrator or Community Development Director is heard by the Planning Commission. (\$500) / *Landowner initiated appeals. (\$1500 deposit)*
- 2) Appeal of Building Code interpretation by staff is heard by the Board of Appeals. (\$500)
- 3) Appeal of a Planning Commission decision is heard by the City Council. (\$500)
- 4) Denial of certain permits and licenses are heard by the Hearing Officer. (\$84)
- 5) Denial of a Fireworks Sellers permit is heard by the City Council. (\$500)

*\* Pursuant to Government Code Section 66452.5, appeals of a Planning Commission action on tentative maps must be filed with the City Clerk within ten (10) calendar days of Planning Commission action.*

*\*\*This fee requirement may not be applicable for some decisions; verify with the Community Development Department. Hardship waivers may be requested. This fee does not include billable staff or consultant time which is the responsibility of the project related to the appeal.*



# APPLICATION FOR APPEAL

Appeal Filing Fee: \$ \_\_\_\_\_

File Number (*Staff Use Only*): \_\_\_\_\_

Please understand that after you have made your application for an appeal, staff will place your appeal on the agenda at the earliest possible legal date and will prepare a brief report to accompany your appeal. The more information you can provide, the more complete your appeal will be at the time it is heard.

According to the City of West Sacramento Municipal Code, this appeal will be heard by:

\_\_\_\_\_ Planning Commission

\_\_\_\_\_ Board of Appeals

\_\_\_\_\_ City Council

\_\_\_\_\_ Hearing Officer

1.

\_\_\_\_\_ Name of Applicant Telephone

\_\_\_\_\_ Street Address City, State & Zip Code

2. State what you, or the applicant, requested to do that was denied/approved that you wish to appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Give the location (street address, general location, etc.): \_\_\_\_\_

\_\_\_\_\_

4. Provide the Assessor's Parcel Number(s): \_\_\_\_\_

5. State in detail the reasons for your appeal (if additional room is needed, please use an additional sheet of paper): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above statements are correct and that all accompanying documents and maps are accurate.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Notice: Within ten days after the filing of a valid application, the City Clerk shall set a subsequent date for a hearing thereon. In most situations the hearing will be no later than forty-five days after the filing of a valid application. Notice of the time and place of the hearing shall be given to the applicant and all other know interested parties and shall state which city body or officer will hear the applicant's appeal. The notice shall be mailed at least five days before the hearing date. Refer to section 1.08.050 of the City's Municipal Code for more information.

**Date Received (*Staff Use Only*)**