



Date Received	_____
By	_____
Fee	_____
Case #	_____

APPEAL APPLICATION AND INFORMATION SHEET

Applicant _____ Phone _____

Address: _____ City _____ State _____ Zip _____

Contact Person/Representative _____ Phone _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

Project Description:

1. Detail what is being appealed and what action or changes you seek. Specifically address the findings, mitigation measures, conditions and/or policies with which you disagree. ***Attach additional pages if necessary.***

2. State why you are appealing - be specific. Reference any errors or omissions. Attach any supporting documentation.

I/we certify that I/we are the:

_____ Legal Owner(s)
_____ Authorized Legal Agent(s)
_____ Other Interested Person(s)

**Town of Yucca Valley,
Community Development department
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084**

Any land use decision made in accordance with the Town's Development Code by a reviewing authority may be appealed by the applicant or other party of interest. The term reviewing authority refers to the Planning Staff or Planning Commission as identified in the Development Code as the decision making body. Decisions made by the Town Council cannot be appealed.

WHO HEARS THE APPEAL?

Appeals of decisions made by Town Staff will be considered by the Planning Commission and appeals of Planning Commission actions are heard by the Town Council. For additional detail, please contact Town Staff.

WHEN MUST THE APPEAL BE FILED?

Land use decisions made by Town Staff or the Planning Commission do not become effective for a period of time after the decision is made to provide time for possible appeals. This effective date, in most cases, is eleven (11) days after the action is taken. Therefore, appeals must be filed with the Town before the 11th day (filed within 10 days).

SUBMITTING THE APPEAL

All appeals shall be filed using the form provided on the back of this information sheet. The applicant must provide the following information:

- * The grounds upon which the appeal is based
- * The specific action or decision being appealed
- * The justification for the appeal
- * The action or change that is requested

FEES The fee for processing an appeal must be paid to the Town at the time the appeal is filed.

AGENDIZING

All appeals will be scheduled for review by the appellate body within 30 days of acceptance of the appeal.