



## PLANNING DEPARTMENT

**City of Guadalupe  
918 Obispo Street  
P.O. Box 908  
Guadalupe, CA 93434  
Tel (805) 356-3903**

### APPEALS TO THE CITY COUNCIL

The Guadalupe Municipal Code permits an applicant or other person to appeal any order, requirement, decision or determination of the Planning Director or designee to the City Council pursuant to Guadalupe Municipal Code section 18.80.10 (Appeals).

Appeals must be filed with the City Administrator's office within ten (10) calendar days of the date of the final action that is being appealed. The use of the attached form for the appeal is encouraged to ensure that all required information is provided. **The appeal filing fee must be paid at the time the appeal is filed. Contact the Planning Department Office to obtain the appeal filing fee rate.**

The City Administrator's Office will then set a hearing on the matter before the City Council for the next available meeting. The City Council may affirm, overturn, revise or modify the decisions of the Planning Director or designee. When completing the appeal application, please state your case as clearly as possible, setting out all facts, conditions and considerations concerning your case.

You will be notified of the date of the City Council meeting at which time your appeal will be heard. If you, or a representative who can speak on your behalf, fail to be present at that meeting, your appeal may be dismissed without a hearing.

Should you have any questions regarding the appeal process, please contact the City Administrator's office at (805) 356-3891.

Attachment: Appeal Form

August 2020



## City of Guadalupe Appeal to City Council

OFFICIAL USE ONLY	Amount Paid
	Receipt #

Name(s) of Appellant(s)		Telephone No(s).	
1)		1)	
2)		2)	
3)		3)	
Address(es) of Appellant(s)		Email Address(es)	
1)		1)	
2)		2)	
3)		3)	
Mailing Address(es) (if different from above)			
1)			
2)			
3)			
Application(s)/Request being appealed			
Applicant if other than appellant			
Commission/Dept. Director Action		Date of Action	
Project Location			
Project Description			
Reason for Appeal (use additional sheets if necessary)			
Signature(s) of Appellant(s)		Date	
1)			
2)			
3)			