



APPEAL APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to appeal a decision rendered by Staff, a hearing officer or the Planning Commission. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **APPEAL APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317 or x328. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:
<http://www.yucca-valley.org/departments/planning.html>

What is an Appeal?

An appeal is when an applicant or interested party disagrees with a decision of the Planning Division or Planning Commission. An application is filed with the Town to have the decision reconsidered.

Who Hears the Appeal?

Any applicant or interested party may appeal the decision of the Planning Division or Planning Commission to a higher authority. Final decisions of the Planning Division may be appealed to the Planning Commission. Final decisions of the Planning Commission may be appealed to the Town Council.

When Must the Appeal Be Filed?

Land use decisions made by the Planning Division or the Planning Commission do not become effective for a period of time after the decision is made to provide time for possible appeals. Appeals must be filed with the Town within 10 days calendar days of the decision.

Submitting the Appeal Application

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

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

**Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org**

Fees

The fee for processing an appeal must be paid to the Town at the time the appeal is filed. In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project may not cover the total cost of processing this application and additional deposits may be required. A request to Appeal to the Planning Commission is \$720 and a request to Appeal to the Town Council is \$ 845.

Schedule

All appeals will generally be scheduled for review by the appellate body within 30 to 45 days of appeal application being deemed complete.



Appeal Application

Date Received _____

By _____

Fee _____

Case # _____

General Information

APPLICANT _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

REPRESENTATIVE _____ Phone _____ Fax _____

Mailing Address _____ Email _____

PROPERTY OWNER _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Project Information

Project Address _____ Assessor Parcel Number(s) _____

Project Location _____

Project Description: _____

I/We are appealing the following project action taken:

- Denial of project
- Denial of project without prejudice
- Approval of the project
- Adoption of a Negative Declaration
- Modification to Conditions of approval
- Other, please describe _____

I/We are appealing:

- Staff Determination
- Hearing Officer Determination
- Planning Commission Determination

Please attach any additional information that is pertinent to the application.

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Owner/Applicant Authorization

Applicant/Representative: I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. All documents, maps, reports, etc., submitted with this application are deemed to be public records. I/We further understand that the Town might not approve the application as submitted, or might set conditions of approval. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records.

Signed: _____

Date: _____

Property Owner/ Authorized Agent: I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval I hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. I am hereby authorizing _____ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: _____

Dated: _____

Agreement to Pay All Development Application Fees

In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project (as indicated below) may not cover the total cost of processing this application. I/We are aware that if the account has 25% or less remaining prior to completion of the project, staff will notify the undersigned in writing, of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Further, I understand that if I do not submit the required additional deposit to the Town within 15 business days from the date of the letter, staff may stop processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council.

Any remaining deposit will be refunded to me at time of closeout after I have submitted any required approved project plans and forms, including signed conditions of approval, or upon my written request to withdraw the application.

As the applicant, I understand that I am responsible for the cost of processing this application and I agree that the actual time spent processing this application will be paid to the Town of Yucca Valley

Deposit Paid: \$ _____

Applicant's Signature _____ Date: _____

Applicants Name _____
(Please print)