



Appeal of an Administrative Decision

As provided in the Clayton Municipal Code Title 17, Chapter 17.70.060

Below: Office Use Only

6000 Heritage Trail, Clayton, CA 94517
Phone No. 925.673.7300 Fax No. 925.672.4917
www.ci.clayton.ca.us

File No: _____ Fee: _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications **will not be** accepted.

1. Appellant Contact Information:

Appellant Name: _____ Appellant Address: _____

Appellant Phone#: _____

2. Appeal Instructions:

To file an appeal, take the form and appeal fee to the City Clerk at City Hall, Third Floor, 6000 Heritage Trail. City Hall is open Monday through Friday, 9:00 a.m. to 5:00 p.m., excluding holidays.

The appeal must be filed within 5 calendar days of the Administrative decision.

A public hearing will be held by the Planning Commission. The appellant, agent, applicant, and any other person(s) who requested notice of an appeal hearing in writing will be mailed a notice of the appeal hearing.

3. Submittal Requirements:

- ☐ Community Development General Application
- ☐ Appeal of an Administrative Decision Application
- ☐ Processing Fee \$ _____ (Make check payable to the City of Clayton)
- ☐ Copy of the written decision/ruling to be appealed
- ☐ Date of the administrative decision on the project/matter: _____
- ☐ Letter of Explanation: ☐ Mark if response is attached

State your rationale for arguing that the administrative ruling was an improper or erroneous interpretation of the Ordinance:

[illegible]

4.Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 17, Chapter 17.70.060 found in the City of Clayton's Municipal Code.

Form Specific Certification:

I (We):

- recognize that the Clayton Planning Commission may, in conformity with the Unified Development Ordinance, reverse or affirm, wholly or partly, or may modify the order; requirement, decision or determination appealed from, and may by a resolution make any necessary order, requirement, decision or determination.

Appellant's Signature: _____ Date: _____

Appellant's Signature: _____ Date: _____