



CITY OF WALNUT CREEK
NOTICE OF APPEAL
(FILING INSTRUCTIONS ON BACK)

THIS IS MY APPEAL OF THE FOLLOWING: (Please type or print the information requested below.)

Appellant's Name: Telephone No.:

Mailing Address:

E-Mail Address:

Property Owner's Name: Telephone No.:

Mailing Address:

E-Mail Address:

I hereby appeal the decision of the (decision-making body)

made on (date) pertaining to (application type and no.)

The action I request and the reasons for this appeal are as follows: (Attach additional sheet(s) if necessary)

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My interest in this matter is as:

Applicant Owner of land in vicinity
Applicant's representative Other - explain:

Appellant's Signature

Department Use Only

Received by on . Assigned Staff: .

TITLE & APPLICATION NO. OF ACTION APPEALED:

Name, Address & Contact Information of Applicant:

Appealed to: Hearing Date:

Date Appealed Filed: Fee: Receipt No.:

Action: Resolution No.



CITY OF WALNUT CREEK
APPEAL PROCEDURE GUIDELINES
FOR COMPLETING THE
NOTICE OF APPEAL

(Notice of Appeal on the reverse side)

WHEN TO USE THIS FORM

This form is used when filing an appeal of a decision made by the Planning Commission; Design Review Commission; Zoning Administrator; and also a decision made by the Community Development Director or designee regarding rejection of a cannabis operator permit application or issuance, suspension, modification or revocation of a cannabis operator permit.

WHEN, WHAT AND WHERE TO FILE

A completed Notice of Appeal, required fee, and any supporting documentation must be received by City Clerk at the address below, within ten (10) days of the mailing date of the decision notification.

| APPEALING A DECISION OF THE | CITY STAFF LIASION | HEARING BODY |
|--|--------------------------------|---------------------|
| Planning Commission (MC 10-2.4.412) | Planning Manager | City Council |
| Design Review Commission (MC 10-2.4.503) | Planning Manager | Planning Commission |
| Zoning Administrator (MC 10-2.4.502) | Planning Manager | Planning Commission |
| Determination on Cannabis Operator Permits | Community Development Director | City Manager |
| Decision, Order, or Determination made by the Building Official regarding the application and interpretation of the Building Regulations (MC 9-0.5.402), and all other codes and ordinances required to be enforced by the Building Official | City Clerk | Board of Appeals |

City of Walnut Creek
 City Clerk's Office, 3rd Floor
 1666 North Main Street
 Walnut Creek, CA 94596

FEES

The appeal fee is based on the City Council approved Fees and Charges schedule and can be found at [Master Fee Schedule 22-23 ASD Adopted.xlsx \(walnut-creek.org\)](#)

If you have questions, please contact the Community Development Department at (925) 256-3558.

Original filed with the City Clerk.

Copies provided to: City Attorney, Community Development Department and Applicant (if not Appellant).