

**TOWN OF PARADISE
LAND USE DECISION APPEAL PROCEDURE**

HOW TO APPEAL: If you are not satisfied with the decision made by a decision-making body, you should file a written appeal to be forwarded to the next higher reviewing body. The appeal letter shall contain the following information:

1. The project being appealed and the name of the project applicant.
2. The Assessor's parcel number(s).
3. What you are appealing (i.e. a condition of project approval, the entire project decision of either project approval or denial, etc.).
4. State what action you request by the appeal body. Do you want the appeal body to modify, delete or add a condition of project approval? Do you want the appeal body to overturn and reverse the original project decision of either approval or denial, etc.?
5. Specify in detail, the basis why the appeal is being made and provide your reasons and justification for the action requested by the appeal body.
6. Your name, mailing address and address of residence.

WHEN TO APPEAL AND WHAT TO FILE: You may appeal a decision as follows:

A valid written appeal and the required appeal fee must be filed within seven (7) days after the project decision date for the following types of projects:

1. Use permit applications
2. Site plan review applications
3. Variance permits
4. Home occupation permits

A valid written appeal and the required appeal fee must be filed within five (5) days after the project decision date for the following type of project:

1. Rezone application

A valid written appeal and the required appeal fee must be filed within ten (10) days after the project decision date for the following types of projects:

1. Tentative subdivision map
2. Tentative parcel map
3. Boundary line modifications
4. Lot/parcel merger actions

WHERE TO FILE APPEAL: Any appeal of the decision of the Planning Director, the Town Engineer, or the Site Plan Review Committee shall be filed with the Planning Commission secretary. Any appeal of the decision of the Planning Commission shall be filed with the Town Clerk.

APPEAL FEE: Any written appeal shall be accompanied with an appropriate appeal fee as established by the Town Council adopted Town of Paradise Master Fee Schedule. [Note: Contact either the Town Clerk or the Planning Department to determine the appropriate fee amount].