



Appeal Information and Checklist

APPEAL APPLICATION. Interpretations, determinations, and decisions made by the Community Development Department staff, the Zoning Administrator, the Planning Commission, and Flood Plain Administrator are appealable.

Anyone may file an appeal, except when a public hearing was held in the decision on a Minor Use Permit, Use Permit, Variance and/or other Planning Commission decision.

If a public hearing was held, an appeal may only be filed by:

- A person (or their representative) who raised the issue at the public hearing in which the decision being appealed was made.
- A person who informed the City in writing of the nature of their concerns before the hearing.

Appeals must be made within ten (10) business days of the actual date of the final decision.

The Process. After submission of an application and fee, a planner will review the request against requirements of the Land Use Code.

- Decisions of the Zoning Administrator (or the Flood Plain Administrator) may be appealed to the Planning Commission. If the Planning Commission decision is not acceptable, it may be further appealed to the City Council.
- Decisions of the Planning Commission are appealed to the City Council.
- If a development is in the Coastal Zone, City decisions are further appealable to the California Coastal Commission.

Application and deposit

A written basis for the appeal. If the decision was made after a public hearing, the basis is limited to issues raised at or before the public hearing, or information that was not known at the time of the decision that is being appealed.

For more information, go to the City of Arcata website (www.cityofarcata.org) and find the link for the Land Use Code. Section § 9.76 has complete Appeals regulations.

You are encouraged to speak with a planner at the number below if you have any questions.