

**CITY OF CARMEL-BY-THE-SEA**  
**APPEAL OF ADMINISTRATIVE DECISION**  
**(FILING FEE: See Current Fee Schedule\*)**

Appellant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day :( ) \_\_\_\_\_ Evening: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Administrative Decision: \_\_\_\_\_

*Decisions made by the Public Works Director may be appealed to the Forest and Beach Commission by filing a written notice of appeal with the Public Works Department. Appeals shall be filed **within 10 calendar days of the date of action** and shall include paying the required filing fees as established by City Council resolution.*

Physical location of property that is the subject of appeal (street location or address):

\_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ APN: \_\_\_\_\_

**ADMINISTRATIVE DECISION BEING APPEALED:**

\_\_\_\_\_

If you were **NOT** the original applicant or the applicant's representative, please state why you are an aggrieved party:

\_\_\_\_\_

\_\_\_\_\_

**GROUND FOR APPEAL:** State the specific basis for your appeal, such as errors or omissions you believe were committed by the Public Works Director in reaching his/her decision, etc. You may also submit a letter or other material to explain your appeal.

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**I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:**

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of appellant

\_\_\_\_\_  
Appeal fee received: (Staff Initial)

\_\_\_\_\_  
Receipt #:

**ATTEST:**

\_\_\_\_\_  
City Clerk

*\*Article 9, Section 7, of the Constitution of the State of California authorizes a city to impose fees. Also see California government Code, Section 54344.*

**IMPORTANT:** Within 10 working days after receipt of a valid appeal the Public Works Department shall set a date for public hearing at which the Forest & Beach Commission shall consider the appeal. All appeals shall be heard within 60 days of the close of the appeal period. This matter is tentatively scheduled to be heard on:

\_\_\_\_\_  
*Date of appeal hearing*

Revised January 2019