



CITY OF CAPITOLA APPEAL INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
420 CAPITOLA AVENUE, CAPITOLA, CA 95010
831-475-7300 WWW.CITYOFCAPITOLA.ORG

Appeals Overview

The City of Capitola appeals process enables applicants and other affected parties to challenge a City decision by having the matter considered by a higher level decision making authority.

Who May Appeal

Any Capitola resident may file a permit appeal. Non-residents may file an appeal if they can demonstrate that they have a significant interest in the matter.

Appeal Deadlines

An appeals must be filed by 5:00 PM within 10 calendar days of a permit decision unless a longer appeal period is specified. Appeals filed after the deadline will not be accepted or considered. Postmarks are not accepted.

Appeal Requirements

Individuals wishing to file an appeal must submit a completed appeal application and pay applicable fees. Applicants who file an appeal and have a developer deposit account will also be charged for staff time to process the appeal.

Types of Appeals

1. **Administrative (Staff Determinations):** Appeals of administrative staff determinations are cases which do not involve a discretionary permit, such as a conditional use permit, design permit, or a subdivision map. Administrative appeals are considered by the City Council.
2. **Permit Decisions:** Appeals of permit decisions involve decisions issued by the Community Development Director or the Planning Commission. Director decisions are considered by the Planning Commission. The City Council considers appeals of Planning Commission decisions.
3. **Code Enforcement Actions:** Individuals cited with a code enforcement action may appeal the City's determination. Depending on the nature of the code enforcement action, the appeal may be considered by the Planning Commission or an appeal officer.
4. **Building Code Interpretations:** A property owner, applicant, or contractor may appeal an interpretation made by the Building Official to the Building Appeals Board.
5. **Coastal Appeals:** A decision by the City Council to approve a Coastal Development Permit may be appealed to the Coastal Commission if the project is located in the Coastal Appeal Zone.

Appeal Fees

All appeal applications must be accompanied by a non-refundable appeal fee as established by the City's adopted Fee Schedule.

Appeal Hearing

All appeals are considered at a public hearing before the applicable decision making body. Appellants should always attend the hearing to present their case to the decision makers.



CITY OF CAPITOLA APPEAL APPLICATION FORM

TYPE OF APPEAL (check one)**APPEAL FEE**

Administrative - Staff Determination

See Fee Schedule

Planning Commission Decision

See Fee Schedule

Code Enforcement Action

See Fee Schedule

Building Code Interpretation

See Fee Schedule

Coastal Appeal

\$0

APPELLANT INFORMATION

Name: _____

Address: _____ City _____ Zip _____

Phone: _____

Email: _____

APPEAL INFORMATION

Project Address: _____

Property Owner: _____

Application Number: _____

REASONS FOR APPEAL

Please note the reasons and grounds for your appeal. Attach additional pages as necessary.

SIGNATURE _____**DATE** _____