



OFFICE OF THE CITY CLERK

411 Main Street
P.O. Box 3420
Chico, CA 95927

Tel: 530-895-4811
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ATTENTION

APPEAL OF DECISIONS OF BOARDS, COMMISSIONS, OFFICERS OR EMPLOYEES

Important information that will help fill out the appeal form

- ✓ State the specific item(s) you are appealing
- ✓ Only the items you list on the appeal form will be considered
- ✓ State the specific facts that prompted you to file the appeal:
 - a procedural defect
 - specific facts that were not considered or
 - specific facts that were considered, but you feel are in error
- ✓ Clearly explain how the decision being appealed has a greater effect on you than the general public.
- ✓ State the action you are asking Council to take:
 - overturn a specific determination
 - overturn a decision or order
 - revise the conditions included with the prior decision
- ✓ Appeal form must be submitted during normal business hours: Monday through Friday, between 8 a.m. and 5 p.m. If the deadline for filing an appeal falls on a weekend or holiday, the deadline is extended to the next regular business day.
- ✓ File the appeal and payment with the City Clerk, 411 Main Street, Chico, CA 95928. Call the City Clerk's office at (530) 896-7250 if you have questions.