



City of Fontana  
Planning Department  
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## Appeal Checklist

### **SECTION 1: Application Procedure and Filing Requirements**

- A. **Right of appeal:** Any action taken by the Planning Commission, or the Director of Planning may be appealed as indicated in Section 30-25 of the Development Code by the applicant or any interested party. An application for appeal shall be filed within fifteen (15) calendar days after the hearing from which the decision is made. No fee shall be charged for such appeal by an adjoining property owner.
- B. **First Submittal (at Filing Deadline):** This first submittal will be reviewed internally by city staff and responsible agencies only. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.

The following items are required for submittal and can be uploaded to your Build Fontana Account after creating an MCN (Master Case Number). If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Application Form:** Appeal application shall be completed.
- 2. **Filing Fee:** The appropriate fees will need to be submitted at the time of application. See below:

|                              |                             |
|------------------------------|-----------------------------|
| Project Applicant Appeal     | 65% of original application |
| Aggrieved Person Appeal      | \$313 +\$32 Archive Fee     |
| Aggrieved Adjoining Property | No Charge                   |

- 3. **Appeal Information:** Provide a letter stating the specific reasons for the appeal and include the Master Case Number (MCN) of the project No. being appealed.