



# Appeal Request Form

Form and non-refundable  
Appeal filing fee of \$250  
must be received before  
appeal can be scheduled/  
processed

Submit to:  
Office of the City Clerk  
100 Civic Center Drive, Indio, CA 92201  
760.391.4007

## Name and Addresses of Person Filing Appeal ("Appellant")

Name: \_\_\_\_\_

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

Property Location: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date of Revocation letter: \_\_\_\_\_ Case or Citation Number: \_\_\_\_\_  
(if applicable)

Please specify the basis for the appeal in detail and the relief being sought (use additional sheets as needed):

\_\_\_\_\_

Date \_\_\_\_\_ Appellant's signature \_\_\_\_\_

Date \_\_\_\_\_ Appellant's signature \_\_\_\_\_

## City Clerk Use Only:

DATE FILED:

WAS APPEAL FILED TIMELY?  
YES NO

DATE APPEAL PAID:

DATE OF APPEAL HEARING:

## APPEAL OF ADMINISTRATIVE CITATION

### § 37.017 NOTICE AND APPEALS.

- (A) The denial of an application for a short-term rental permit or the renewal of such permit, or the revocation, suspension or modification of such permit, may be appealed by submitting a written appeal form detailing the basis for the appeal and any additional documentation the appellant would like to be considered.
- (B) The completed appeal form must be delivered to the City Clerk **within 15 days** from the date of the letter denying the application for a permit or renewal permit or revoking, modifying or suspending the permit was sent. The appeal form must include payment of a non-refundable appeal fee in the amount established by resolution of the City Council. Failure to deliver the completed appeal form and/or appeal fee as required by this subsection will result in the denial or revocation, suspension or modification being deemed as final.
- (C) While the appeals process is pending, the appellant is prohibited from engaging in the short-term rental of the property and the short-term rental permit at issue shall not be valid.
- (D) Once a timely appeal form has been received by the City Clerk, a hearing on the matter shall be scheduled before the City Manager **within 20 days** of an appeal being filed. The appeal hearing shall be open to the public. The decision of the City Manager or the designee shall be in writing and shall set forth the findings and reasons for the decision. The decision of the City Manager is final.
- (E) If an appeal is filed, all property owners and occupants within 500 feet of the parcel boundaries of the short-term rental shall be notified of the time, date, and location of the appeal hearing and shall be afforded the right to testify during the hearing.

(Ord. 1766, passed 12-14-21)