



# FILING AN APPEAL WITH A HEARING OFFICER

## HOW TO FILE AN APPEAL

If you have been issued any one of the following notices you are entitled to a formal appeal process. Each notice has a deadline for filing an appeal and your appeal rights are written on the notice. If you miss the deadline you give up all your rights to appeal the notice.

- Abatement of watercourses; abandoned vehicles; SQF Complex Fire disaster recover
- Administrative Fines
- Ag Application of Sewage Sludge
- Ambulance Permits
- Animal Control (Kennel and breeder permits; Dangerous and vicious animal; etc.)
- Business License (Adult Oriented; Mobile Food Vendors; Outdoor festivals; Dance Halls, etc.)
- Code Violations (stormwater)
- County Service Areas Sewer Service/Water Service
- Fees for Transportation in curfew violations
- Fire hazardous weeds and rubbish
- Industrial hemp cultivation permit
- Nuisances (Code; Public; Watercourse)
- Public Health Permits
- River Rafting
- Solid Waste
- Transient Occupancy Tax
- Well permits

## APPLICATION/APPEAL FORMS

All appeals forms are available at the Clerk of the Board's office and on the Clerk's webpage at <https://tularecounty.ca.gov/clerkoftheboard/hearing-officer/>. A separate application must be filed for each matter being appealed. Your application may be delivered by personal service, service by mail or certified mail. Any required attachments must be included with the appeal form. Return application to:

CLERK OF THE BOARD- APPEAL HEARING  
2800 W. Burrel Ave.  
Visalia CA 93291

## FEES

At the time of filing the appeal, the appellant must pay a fee in an amount adequate to cover the cost of processing and hearing the appeal, as that amount is established from time to time by resolution of the Board of Supervisors. The current fee to file an appeal is \$500. Payment types accepted: Cash, Check or Money Order

REQUEST TO WAIVE APPEAL FEE: An appellant who is indigent may request that the fee imposed by the Board of Supervisors for processing an appeal be waived. Please contact the Clerk to request form.

### **INCOMPLETE OR INCORRECT STATUS**

The Clerk shall promptly notify the appellant if required information is missing from the appeal form or is incorrect. The Clerk's notice shall contain an explanation of the deficiency, a request for the missing or correct information, and a warning that unless the missing or correct information is provided within fifteen (15) days after the date of the notice, or the last date the appeal may be filed, whichever is later, the appeal will be considered untimely, will be deemed denied, and as a result the decision or action appealed from will be deemed to have been confirmed.

### **TIME FOR FILING**

To be considered valid, an appeal must be filed with the Clerk during the appropriate filing period. Please reference your "Notice" for the filing period. When an appeal is filed after the applicable deadline, the Clerk shall promptly notify the appellant and applicable County Officer or Department of the untimely filing. Failure to timely file an appeal is jurisdictional, cannot be waived, is deemed a waiver of the right of appeal, an untimely-filed appeal is deemed to have been denied, and as a result the decision or action appealed from is deemed to have been confirmed.