



**CITY ATTORNEY'S OFFICE**  
1001 West Center Street  
Manteca, CA 95337  
Ph: (209) 456-8551  
Email: mantecacannabis@manteca.gov

**CITY OF MANTECA**

**APPEAL UNDER MANTECA MUNICIPAL CODE SECTION 5.64.250**

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**Date:** \_\_\_\_\_

**Name of Appellant:** \_\_\_\_\_

**Address of Appellant:** \_\_\_\_\_

**Telephone number of Appellant:** \_\_\_\_\_

**If you wish to also receive electronic, courtesy correspondence, please include an email address:**

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**Specific Decision and/or Action that is the subject matter of the appeal:**

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**If an initial permit application, please state with specificity the reasons and grounds for making the appeal as outlined in Manteca Municipal Code Section 5.64.240(A):**

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**State with specificity the reasons and grounds for making the appeal, including, but not limited to, a statement of facts upon which the appeal is based in sufficient detail to enable the appointed hearing officer to understand the nature of the controversy, the basis of the appeal, and the relief requested:**

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**APPELLANT SUBMITTAL CHECKLIST**

- ✓ Attached a true and correct copy of the notice and/or decision issued by the City Manager or their designee, which you are appealing
- ✓ Attach all documents or other evidence pertinent to the appeal that the appellant requests the hearing officer to consider at the hearing.
- ✓ Provide an appeal fee of \$2,844 in the payment of a cashier’s check or money order made the City of Manteca.

**Please note that appeals must be received within ten (10) calendars after service of notice by a City decision. In the event a written notice of appeal is timely filed, the nonrenewal, suspension, revocation shall not become effective until a final decision has been rendered and issued by the appointed hearing officer, unless the state has revoked the state license in which case the revocation will become effective immediately. Notices of appeal not served in a timely manner or served by non-operational business shall not serve to allow such business to operate pending appeal.**