



City of Chula Vista Cannabis License Application  
**NOTICE OF DECISION APPEAL INSTRUCTIONS**

1. Completely fill out and submit the Request to Appeal Notice of Decision Form found here: <https://www.chulavistaca.gov/departments/city-manager/commercial-cannabis/requesttoappealnoticeofdecision> . If you received more than one Notice of Decision and the grounds for rejection contained in such Notices of Decision are identical, you may request a Consolidated Request for Appeal Notices of Decision when submitting the form.
2. Pay your appeal fee. Upon submitting your form at the link provided above, you will be redirected to a payment screen where you will be able to complete your fee payment by credit card. The Request to Appeal Notice of Decision fee is \$3,276.00. The Consolidated Request to Appeal Notice of Decision is \$3,276.00 plus \$500.00 for each additional Notice of Decision you are appealing.
3. **Your Request to Appeal Notice of Decision form and appeal fee payment must be received by the City no later than 15 calendar days from the date noted on your Notice of Decision.**
4. If you have requested an appeal in writing only, please note that you will need to complete the Appeal in Writing Only: Evidence and Argument Form (found at: [www.chulavistaca.gov/cannabis](http://www.chulavistaca.gov/cannabis)) and attach your evidence and argument concerning the Notice of Decision to such form. You will receive an email from City with a direct link so that you can upload such form and attachments to a specified location. Your completed form and attachments must be uploaded within 30 calendar days of the date noted on your Notice of Decision. Additional information about final argument and evidence deadlines for appeals in writing only can be found in Cannabis Regulations §0501(P)
5. If you have requested an appeal in person, you will be notified of the date, time, and place for the hearing by email or mail a minimum of 20 calendar days from the date the notice is mailed before the hearing is to be held. Please be aware that in person hearings may be delayed and/or postponed due to COVID-19 related public health restrictions.

Please see Cannabis Regulations §0501(P) for further information about the Notice of Decision appeal process. The Cannabis Regulations can be found at [www.chulavistaca.gov/cannabis](http://www.chulavistaca.gov/cannabis).