

## REQUEST FOR ADMINISTRATIVE HEARING

## This is a request for an administrative hearing to contest a citation you have received. You MUST do the following:

- 1. Complete the "Request for Administrative Hearing" form and return it to the Code Compliance Section located at the City of Pasadena Permit Center, 175 N. Garfield Ave., Pasadena, CA 91101.
- 2. Provide one of the following when submitting your application:

Fines paid for citations that are rescinded will be refunded.

- a. Pay entire amount of citation.
- b. Submit a completed "Waiver of Citation Deposit" form and provide all documentation necessary.
- 3. File this application no later than thirty (30) days from the date of service of the citation.

Only after the request is filed and the Responsible Person requesting the hearing has: I) paid the administrative fine in full or 2) obtained City approval of a Waiver of Citation Deposit, shall the City set a hearing date and time. The hearing shall be set for a date not less than fifteen (15) days nor more than sixty (60) days after the Request for Administrative Hearing form is submitted. The City shall send notice of the date, time and place of the hearing to the Responsible Person requesting the hearing via certified mail return receipt at least ten (10) days before the date of the hearing.

Citation #: \_\_\_\_\_ Date of Citation: \_\_\_\_\_ Citation issued by: \_\_\_\_\_ Amount of Citation (Administrative Fine): \$\_\_\_\_\_ Name of Responsible Person: \_\_\_ Address of violation: \_\_\_\_\_ ZIP Code: \_\_\_ City/State: \_\_\_ Mailing Address (if different from above) Number and Street: \_\_\_\_ ZIP Code: \_\_\_ City/State: \_ Contact telephone number:\_\_\_ Please present evidence or a compelling reason why an administrative hearing should be held: **S**ignature **Date OFFICE USE ONLY** Criteria 1, 2, and 3, have been met? 
YES NO Application accepted by:\_\_\_\_ \_\_\_\_ Date: \_\_\_ □ DENIED REQUEST FOR HEARING: ☐ GRANTED Neighborhood Revitalization Division Manager Date