



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:
 - 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: 1) 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.

Fines paid for citations that are rescinded will be refunded.

Citation #: _____ Date of Citation: _____ Citation issued by: _____

Amount of Citation (Administrative Fine): \$ _____

Name of Responsible Person: _____

Address of violation: _____

City/State: _____ ZIP Code: _____

Mailing Address (if different from above)

Number and Street: _____

City/State: _____ ZIP Code: _____

Contact telephone number: _____

Please present evidence or a compelling reason why an administrative hearing should be held:

Signature

Date

OFFICE USE ONLY	
Criteria 1, 2, and 3, have been met? <input type="checkbox"/> YES <input type="checkbox"/> NO	Application accepted by: _____ Date: _____
REQUEST FOR HEARING: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	
_____ Neighborhood Revitalization Division Manager	_____ Date