

## Advance Deposit Hardship Waiver

<i>Department Use Only</i>	
Date Form Submitted:	<input type="checkbox"/> Granted <input type="checkbox"/> Denied

**Please print clearly.** All portions of appeal form must be completed.

<b>Information</b>	Project Address Cited:	Administrative Citation #:	Date of Citation:
	Responsible Person or Appellant's Name:	Property Owner's Name:	
	Address:	Address:	
	Phone:	Phone:	
	Fax:	Fax:	
	Email:	Email:	

<b>Qualifications</b>	<p>The Deposit Waiver Request shall be filed together with the Request For Appeal Hearing within thirty (30) calendar days from the date the administrative citation was served or deemed to have been served.</p> <ul style="list-style-type: none"> <li>The Deposit requirement as described in Subsection 9.65.100.A of the Long Beach Municipal Code shall be stayed unless or until the Director or Designee makes a determination regarding the waiver request.</li> <li>If the Director or Designee declines to issue a waiver, the Responsible Person shall remit the full deposit amount to the City of Long Beach, Building and Safety Bureau, as indicated on the citation within ten (10) calendar days of the date of that denial decision, or thirty (30) calendar days from the date the citation was served or was deemed to have been served, whichever is later.</li> <li>The determination of the Director or Designee shall be final.</li> </ul>
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<b>Justification</b>	Provide a detailed explanation (attach a separate sheet if more room is required; also, attach any backup documents):

***I declare under penalty of perjury that the foregoing is true and correct, I am financially unable to deposit with the City of Long Beach, Building and Safety Bureau, the full amount of the fine in advance of the Administrative Citation Appeal Hearing.***

\_\_\_\_\_  
Responsible Person/Appellant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR ADVANCE DEPOSIT HARDSHIP WAIVER

As a Responsible Person issued an Administrative Citation, you may appeal said citation by completing a written Long Beach Development Services Department Request for Hearing form, and returning the completed form to the Long Beach Development Services Department within thirty (30) calendar days from the date the Administrative Citation was served or deemed to have been served, together with a deposit in the total amount of the administrative fine plus any late charges.

Any person who intends to appeal the administrative citation and who is financially unable to make the advance deposit may complete an Advance Deposit Hardship Waiver form and file it together with the appeal within thirty (30) calendar days from the date the Administrative Citation was served or deemed to have been served.

The Deposit requirement as described in Subsection 9.65.100.A shall be stayed unless or until the Director or Designee makes a determination regarding the waiver request.

The Director or Designee may waive the requirement of an advance deposit only if the Responsible Person submits to the Director or Designee a statement under penalty of perjury, together with any supporting documents or materials, demonstrating to the satisfaction of the Director or Designee the Responsible Person's actual financial inability to deposit with the City the full amount of the fine and late charge(s) in advance of the hearing.

The Director or Designee shall issue a written determination listing the reasons for his/her determination to issue or not issue the hardship waiver. The written determination shall be final.

If the Director or Designee declines to issue a waiver, the Responsible Person shall remit the full deposit to the City within ten (10) calendar days of the date of the decision or thirty (30) calendar days from the date the administrative citation is served or deemed to have been served, whichever is later.

The written determination of the Director, or his/her designee, shall be served personally or by first class mail, postage prepaid, upon the Responsible Person who applied for the hardship waiver.

For questions regarding the hardship waiver process, please contact Special Projects/Inspections Unit, at (562) 570-6473



City of Long Beach

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Long Beach, CA 90802

Visit us at [longbeach.gov/lbds](http://longbeach.gov/lbds)



This information is available in alternative format by request at 562.570.6257.

For an electronic version of this document, visit our website at [longbeach.gov/lbds](http://longbeach.gov/lbds).