

## Request Hearing to Appeal Administrative Citation

<i>Department Use Only</i>	
Date Form Submitted:	Project # Fee Collected: <b>BFFS</b>

**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>Request</b>	<p>(I am) (We are) the Responsible Person(s) cited in the Administrative Citation for the property address noted above. (I am) (We are) hereby requesting an Appeal Hearing to contest the Administrative Citation. (I) (We) understand that the Appeal Hearing is limited to relevant evidence ONLY as to those grounds as indicated below. (I) (We) declare under penalty of perjury that the foregoing is true and correct.</p>
----------------	--

<b>Justification</b>	<p>(I am) (We are) contesting this citation based on the following grounds: <i>(check the appropriate box)</i></p> <p><input type="checkbox"/> I am not the Responsible Person(s) for the cited violation(s).</p> <p><input type="checkbox"/> The cited violation(s) did not exist on the date the citation was issued.</p>
----------------------	---

<p>_____</p> <p><i>Responsible Person/Appellant's Signature</i></p>	<p>_____</p> <p><i>Print Name</i></p>	<p>_____</p> <p><i>Title/Position</i></p>	<p>_____</p> <p><i>Date</i></p>
---	---------------------------------------	---	---------------------------------

**INSTRUCTIONS FOR NOTICE OF APPEAL AND REQUEST FOR HEARING**

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.

An imposed levy may be appealed by completing a written Long Beach Development Services Request for Hearing form, and returning the completed form to the Long Beach Development Services within thirty (30) calendar days from the date the Notice of Levy was served or deemed to have been served, together with a deposit in the total amount of the administrative fine, late charges, and levy.

Attach your deposit, made payable to "City of Long Beach," to this form and return it to Long Beach Development Services, 333 West Ocean Boulevard., 4th floor, Long Beach, CA 90802, ATTN: Special Projects/Inspection Unit.

If this "Notice of Appeal and Request for Hearing" form and the advance deposit are properly filed, a hearing will be scheduled no sooner than 15 and no more than 60 calendar days from the date of your request. You will be notified of the time and place set for the hearing at least 10 calendar days prior to the hearing date. Failure to appear at the hearing shall constitute a forfeiture of the deposit and a failure to exhaust administrative remedies.

At the conclusion of the hearing, a written decision shall be issued within fifteen (15) business days. The decision becomes final as of the date appearing on the written decision. You will be served by mail with a copy of the written decision.

If the appeal is denied, the City shall retain the entire deposit as payment in full of outstanding fines, late charges, and/or levies. If the appeal is granted, the City will refund the entire advance deposit, or that portion of a levy found to be unreasonably computed, within thirty (30) business days from the date of the final written decision.

Either the City or the Responsible Person aggrieved by the written decision may seek judicial review by filing a Petition with the Los Angeles Superior Court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4(b). Judicial review shall not be available unless all administrative remedies have been exhausted as provided in Long Beach Municipal Code Chapter 9.65.

For questions regarding the hearing process, please Special Projects/Inspections Unit, at (562) 570-6473.



City of Long Beach

411 W. Ocean Blvd., 3rd Floor

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).