

City of Gardena, CA
REQUEST FOR PRELIMINARY HEARING ON PARKING VIOLATION

STEP #1

Name _____

Violation Notice No.# _____

Address _____

Penalty Amount \$ _____

Date of Violation _____

Telephone _____

STEP #2

In accordance with CVC Section 40200.7 and 40215, you have 21 days from the date of the Violation or 14 days from the date of the mailing of the Delinquent Notice in which to file a request to have the violation reviewed.

To file a request, complete this form and attach any documentation to substantiate your reason(s) for requesting a review of the violation (i.e. copies of receipts for auto repairs or towing, photographs of signs or trees, witness statements, etc.) Materials submitted may not necessarily be returned. Deliver or mail request to the Gardena Police Department, 1718 West 162nd Street, Gardena, CA 90247 (Attention Parking Appeal).

Attach photographs, receipts and any other documentation.
Please print or type your statement below or submit as an attachment.

Submitted by: _____

Date: _____

PRELIMINARY HEARING DISPOSITION:
Reason for Disposition:

Upheld ☐

Dismissed ☐

PH Conducted by: _____

Date: _____

STEP #3

In accordance with CVC Section 40200.7 and 40215, you have 15 days from the date of the mailing of the decision on the Preliminary Hearing (PH) in which to request an Administrative Hearing (AH) before a Hearing Officer.

The amount of the penalty must be deposited with the City Cashier at the time the Administrative Hearing is requested. If the violation is dismissed, the full amount will be returned to you; if the violation is upheld, the deposit will be retained as payment of the violation. Forms to file the appeal to the Preliminary Hearing may be obtained at the Gardena Police Department or City Cashier. You may file your request by mail or in person with the City Cashier at 1700 West 162nd St., Gardena, CA 90247. You will be notified of the hearing schedule, but you need not be present to have your case heard.