

**OFFICE of the CITY CLERK**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9565

EMAIL: [cityclerk@cityofgardena.org](mailto:cityclerk@cityofgardena.org)**REQUEST HEARING TO APPEAL ADMINISTRATIVE CITATION****APPELLANT INFORMATION:**

Address Cited:	Administrative Citation Number:	Date of Citation:
Responsible Person or Appellant's Name:	Property Owner's Name:	
Address:	Address:	
Phone Number:	Phone Number:	
Email:	Email:	

**REQUEST:**

(I am) (We are) the Person(s) cited in the Administrative Citation note 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.

**JUSTIFICATION:**

(I am) (We are) contesting this citation based on the following grounds:

- I am not Responsible Person(s) for the cited violation(s)
- The cited violation(s) did not exist on the date the citation was issued.
- Other (Please state):

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Appellant's Signature:	Print Name:
Title/Position:	Date:

**FOR OFFICE USE ONLY:**

Copies to:

- City Manager
- City Attorney
- Chief of Police
- Community Development

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

An imposed fine may be appealed by completing this Request for Hearing form and returning the completed form to the City Clerk's Office of the City of Gardena within ten (10) calendar days from the date the Notice was served or deemed to have been served, together with a deposit in the total amount of the administrative fine. If you do not have sufficient financial resources to deposit the fine amount but wish to contest the citation, you must complete an advance deposit hardship waiver. The hardship waiver must be filed no later than the date of appeal. If the hardship waiver request is denied, you will be required to deposit the full amount of the fine within 10 days of the date of the decision or 30 days from the date of the administrative citation, whichever is later. The hearing cannot be held if the fine is not deposited.

Attach your deposit, made payable to "City of Gardena" to this form and return it to the City Clerk's Office 1700 W. 162<sup>nd</sup> Street, Gardena, California 90247.

If this "Notice of Appeal and Request of Hearing" form and the advance deposit are properly filed, a hearing will be scheduled 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

At the conclusion of the hearing, a written decision shall be issued. 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. If the appeal is granted, the City will refund the entire advance deposit, or that portion of the fine found to be unreasonably computed, within thirty (30) business days from the date of the final written decision.

Either the City or the Appellant 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.

For questions regarding the hearing process, please contact Community Development Director, Greg Tsuiuchi at (310) 217-9526.