



Administrative Citation Appeal Form

This request to appeal must be received by the City Clerk within 10 days of date of the citation to be considered timely filed.

Please submit any supporting documents or photos with this form.

1. Appellant. Mr./Mrs./Ms. Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip Code _____

(If Applicable)

Business Name _____ Business License # _____

2. Interest in Citation. (Place X in front of selection)

____ A. Charged personally ____ B. Charged as the owner of the property ____ C. Acting as the legally authorized Agent of the cited business or homeowner

3. Administrative Citation. Date of Citation _____ Citation Number _____

Address of property cited or location where an individual was cited:

Citation Address _____

City _____ State _____ Zip Code _____

Municipal code section(s) violated: _____

Code violation(s) being appealed: _____

4. Reason for appeal.

Give a brief statement of why you are appealing and why the notice of violation/administrative citation should be revoked, modified or otherwise set aside. **The AMOUNT of the fine cannot be reduced on appeal.** Attach additional sheets as necessary. Any documents or photos you wish to submit in support of your appeal should be included with this form. (number of sheets attached _____)

COMPLETE BOTH SIDES



Administrative Citation Appeal Form

Questions about this form or the appeal process?
Contact the City Attorney's Office at Room 10, City Hall (990 Palm Street) or (805)781-7140

5. Election of Appeal Process.

Note: All Administrative Citations written for violation of Title 15 of the Municipal Code (building and related codes), even if other code violations are also cited, will be automatically heard by the Construction Board of Appeals. Election of Hearing Officer review is not valid and your check for \$281 must accompany this appeal form.

For Administrative Citations that do not charge a violation of Title 15, you must make a choice of an appeal process. (1) At no charge, you may choose an expedited, less formal appeal process of review by a Hearing Officer, whose final decision may be appealed directly to the superior court for de novo review pursuant to Government Code Section 53069.4. (2) However, if you wish to retain your right to challenge the Administrative Citation, or any final city action related to the citation, in court by any writ action, you must appeal to the Administrative Review Board for a more formal, comprehensive hearing to ensure preparation of an adequate administrative record, and pay an appeal fee of \$281.

Only one appeal process may be chosen, and once chosen, the election is final. Failure to make a selection will result in the appeal being assigned to a Hearing Officer for review and will constitute a failure to exhaust administrative remedies for purposes of any subsequently filed writ action.

I have read the above and choose: (Place X in front of selection)

- A. My administrative citation includes a Title 15 violation requiring review by the Construction Board of Appeals. My check for \$281 is enclosed
- B. More formal appeal to Administrative Review Board. My check for \$281 is enclosed.
- C. Expedited appeal to Hearing Officer

6. Election to forego an in-person hearing.

It is your right under San Luis Obispo Municipal Code Section 1.24, no matter which appeal process is chosen, to have an in-person hearing. If you choose, you may forego this right and have your appeal reviewed on the record, which will include all documents you submit and all those provided by the City.

By checking this box I am indicating **I do not want** an in-person hearing

7. Truth of Appeal. I declare under penalty of perjury that all of the facts stated in this appeal are true and

that this appeal form was signed on: _____ at _____, _____
Date City State

If different from the address in Paragraph 1, the official mailing address to receive further notices from City relating to the appeal is:

Street Address City State Zip

Signature of Appellant

Print name of Appellant

**Mail or Deliver in person to:
City Clerk's Office, 990 Palm St., San Luis Obispo, CA 93401**

COMPLETE BOTH SIDES