



**APPEAL OF ADMINISTRATIVE CITATION  
REQUEST FOR HEARING FORM**

Appeal of an Administrative Citation must be made within **10 business days** of the date of Notice of Administrative Citation. This Request for Hearing Form must be filled out completely and filed prior to the 10 business day deadline to be considered. FAILURE TO SUBMIT A TIMELY AND COMPLETE REQUEST FOR HEARING FORM WILL CONSITUTUE A WAIVER OF YOUR RIGHT TO APPEAL THE ADMINISTRATIVE CITATION.

**I. Submittal Requirements**

All the following items must be received for an appeal request to be considered complete:

- Completed Request for Hearing Form
- Check or Money Order in the amount of the total fine owed
- Applicant's Phone Number

Hand deliver or mail these items to the City of Wasco, Community Development Department, 764 E Street, Wasco, CA 93280. ALL POSTMARKS MUST BE DATED WITHIN 10 BUSINESS DAYS FROM THE DATE OF THE NOTICE OF ADMINISTRATIVE CITATION TO BE CONSIDERED TIMELY.

**II. Appeal Information**

List the reasons why you believe a violation did not occur or why you are not responsible for the violation.

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Appellant Information

Name of Appellant: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number (optional): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact the City of Wasco Code Compliance Division at (661) 758-7213 should you have any questions regarding your rights to appeal an Administrative Citation.

**Si tiene preguntas o si necesita más información acerca de este aviso, llame al (661) 758-7213.**

**For Staff Use Only:**

Date Received:	Date of Administrative Citation:
Received By:	Advance Deposit Amount:
Case Enforcement Case No.:	Receipt No.: