



REQUEST FOR ADMINISTRATIVE APPEAL HEARING FORM

This request to appeal must be received by the City Clerk within twenty (20) days of date of 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 Lic. #: _____

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 #: _____

Address of property cited or location where individual received citation:

Citation address: _____

City: _____ State: _____ Zip Code: _____

Municipal Code section(s) violated: _____

Code violation(s) being appealed: _____

4. **Reason for Appeal.**

Provide 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 ____)

5. **Election to Forego an In-Person Hearing.**

It is your right under Arroyo Grande Municipal Code Section 1.18.090 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.

6. **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 the date and at the location indicated below.

Date: _____

City, State: _____

Signature of Appellant

Print name of Appellant

Mail or Deliver in person to:

City Clerk's Office, 300 East Branch Street, Arroyo Grande, CA 93420