



City of La Mirada
Administrative Citation Appeal
PO Box 2081
Tustin, CA 92781-2081
(562) 943-0131

F o r S t a f f U s e		
Filing Date	_____	<input type="checkbox"/> Fine
Fee Amount	\$ _____	
Receipt No.	_____	
By	_____	

ADMINISTRATIVE CITATION REQUEST FOR HEARING (APPEAL)

G E N E R A L I N F O	APPELLANT NAME	ASSESSOR'S PARCEL NUMBER	ZONING
	CITATION NUMBER		
	DATE OF CITATION	BUSINESS PHONE	HOME PHONE CELL PHONE
	AMOUNT (Due at time of filing)		
	PROPERTY ADDRESS	CITY	STATE ZIP
	SPECIFY BASIS FOR APPEAL IN DETAIL (You may use additional sheets if necessary)		

ADMINISTRATIVE CITATION REQUEST FOR HEARING INSTRUCTIONS

Administrative Citation Program

The administrative citation program is used as an administrative remedy for any violation of the City's Municipal Code, and may be exercised in place of, or in addition to, any other remedy which is allowed by law, whether administrative, criminal, civil, or equitable.

When to File Your Request for Hearing

A Responsible Party receiving an administrative citation may appeal such citation within twenty (20) calendar days from the date the citation is deemed served.

Filing Your Request for Hearing

For your convenience a Request for Hearing form is available at the City Clerk's Department. All appeals will be processed in compliance with the La Mirada Municipal Code. La Mirada Municipal Code Section 1.08.100 requires the CITATION PENALTY AMOUNT indicated on the front of the administrative citation (or, an Advance Deposit Hardship Waiver- see LMMC sec. 1.08.120) be submitted at the time you file your Request for Hearing Form. You must personally deliver your

Request for Hearing form and citation penalty amount to the Office of the City Clerk, or mail the same to:

City of La Mirada Administrative Citation Program
PO Box 2081
Tustin, CA 92781-2081

If mailed, your Request for Hearing form must be postmarked within the twenty (20) calendar days appeal period or it will be deemed untimely.

The Next Step

A Hearing Officer will be assigned to hear your appeal. You will be mailed written notice to the address indicated on your appeal of the time and place for your appeal hearing. The City will mail the notice at least ten (10) calendar days prior to the date of the hearing. Failure to appear at your hearing shall constitute a waiver of your right to a hearing and a failure to exhaust your administrative remedies, and shall result in forfeiture of the fine. At the appeal hearing you may present any testimony or evidence relevant to the alleged violation(s), including, if desired, the means and time-frame for correction.

After the Appeal Hearing

The Hearing Officer shall make findings based on the record of the hearing and shall make a written decision based on the findings. The decision of the Hearing Officer will be mailed to the appellant within thirty (30) calendar days after the hearing. The decision of the Hearing Officer is final and conclusive, subject to further appeal to the Superior Court. See LMMC sec. 1.08.210. If the Hearing Officer dismisses the administrative citation, then the penalty will be returned to the appellant. If the Hearing Officer upholds the administrative citation then the penalty is retained by the City and the violating party must correct the violation(s). A failure to correct the violation(s) may result in additional administrative, civil or criminal penalties.