



City of Tustin

Request for Hearing Form

The recipient of an administrative citation may contest the citation by filing a Request for Hearing form. Complete the following information and return this form, together with the advanced deposit of the citation fine imposed, within ten (10) calendar days of the date of citation issuance.

I hereby request a hearing to appeal an Administrative Citation pursuant to Section 1166a of the Tustin City Code (TCC).

Appellant Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Telephone: (____) _____ Fax: (____) _____

E-mail address: _____

Please complete the following information as indicated on the Administrative Citation.

Citation Number: _____ (6 numbers)

Date of Citation Issuance: _____

Administrative Fine Amount Enclosed: \$ _____

Tustin City Code Section 1166a requires that the administrative fine amount indicated on the front of the Administrative Citation is submitted at the time of the appeal.

Specify the basis for the appeal in detail (you may use as many additional sheets as necessary):

Signature: _____ Date: _____

Print Name: _____ Title: _____

Mail this Request for Hearing form and the citation fine amount in the form of a personal check, cashier's check or money order within ten (10) days of citation issuance to:

City of Tustin
c/o Administrative Citation Program
P.O. Box 2081
Tustin, CA 92781

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Required action: Should an administrative citation be issued, the responsible person has ten (10) days from the issuance date of the administrative citation to pay the corresponding fine(s). Additionally, the responsible person must take one of the following actions to avoid additional penalties prior to the compliance date specified in the administrative citation:

- 1) Correct the violation, pay the corresponding fine(s), and contact the City to request a re-inspection, or
- 2) Pay the corresponding fine(s) and request an extension of time in writing pursuant to TCC 1165(b), which shows a reasonable hardship; or
- 3) Request a hearing to appeal the administrative citation pursuant to TCC 1166 within ten (10) days from the date of the administrative citation, together with an advanced deposit of the corresponding fine(s).

Filing the Request for Hearing: Any recipient of an administrative citation may contest the cite by filing a Request for Hearing form, together with the advance deposit of the fine imposed within ten (10) days from the date of citation issuance. A hearing will be set before a hearing officer at which time the citation recipient may contest the citation (TCC Sec. 1166). All Appeals will be processed in compliance with the Tustin City Code.

Mail the Request for Hearing form and the citation fine in the form of a personal check, cashier's check or money order within ten (10) days of citation issuance to: **City of Tustin, c/o Administrative Citation Program, P.O. Box 2081, Tustin, CA 92781**. Appeals and payment will not be accepted at Tustin City Hall. For more information, call (800) 696-3996 or contact the officer noted on the citation.

Hearing Procedure

Once the completed Request for Hearing form and advance deposit of the administrative fine imposed is received, a Hearing Officer will be assigned to hear the appeal. The time and place for the appeal hearing will be mailed to the appellant at the address indicated on the Request for Hearing form. Failure of any recipient of an administrative citation to appear at the hearing shall constitute a forfeiture of the fine and a failure to exhaust the administrative remedies.

The hearing officer will consider evidence that is relevant to whether the violations(s) occurred, whether the responsible person has caused or maintained the violations(s) of the Tustin City Code on the dates(s) specified in the administrative citation, and regarding the amount of the fine imposed.

Hearing Officer's Decision

After considering all of the testimony and evidence submitted at the hearing, the hearing officer will issue a written decision within ten (10) days to the appellant based on his/her findings. The decision of the hearing officer is final and conclusive. The hearing officer may modify the penalties to increase, reduce or conditionally reduce the amount of any penalties. If the hearing officer dismisses the administrative citation the penalty will be returned to the appellant. If the hearing officer upholds the administrative citation and the penalty is retained by the City; the responsible person must correct the violation or face criminal prosecution and/or the imposition of additional administrative penalties.