



## **APPEAL APPLICATION**

(PLEASE PRINT)

Please check one of the following:

\_\_\_\_\_ **Administrative Citation** - Request for an Administrative Hearing (10.93-10.94 AMC): The appeal shall be made **within fifteen (15) days** from the date the citation was issued. Payment may be made in the form of credit card, personal check, cashier's check, or money order, payable to "The City of Auburn". Please indicate the citation number when submitting your payment. Cash payments may be made only at City Hall. Payment of the fine **does not excuse** the failure to correct the violation nor bar further enforcement actions by the City and additional citations may be issued without further warning. You will be notified of the hearing date and time.

\_\_\_\_\_ **Notice of Violation and/or Abatement Order** - Request for an Administrative Hearing (10.82 AMC): (A) A responsible party to whom a notice of violation, abatement order, and/or an administrative citation is issued may request an administrative hearing **within 15 days** of the issuance of the notice of violation, abatement order, and/or administrative citation. Failure to timely request an administrative hearing in the manner required by this chapter constitutes a waiver of the administrative hearing and a failure to exhaust administrative remedies.

(B) A request for an administrative hearing shall be made in writing and filed with the City Clerk at City Hall, 1225 Lincoln Way, Auburn, CA 95603, and shall state all grounds for appeal which the appellant wishes the city to consider.

(C) At the time of submitting the request for an administrative hearing, the appellant requesting the administrative hearing shall pay a deposit of any fine and/or penalty imposed by a notice of violation, abatement order, and/or an administrative citation, in the event the fine and/or penalty has not yet been paid. No request for an administrative hearing shall be accepted without payment of the deposit of the fine and/or penalty amount at the time the administrative hearing request is filed. The city may waive or defer the administrative hearing fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with a notice of violation and/or abatement order, and other factors indicating good faith attempts to comply.



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Please attach a copy of the Notice and Order and/or Administrative Citation. Please state all grounds for the appeal and any information you would like the City to consider.

Revised August 2019 - JAS