



CODE ENFORCEMENT DIVISION

REQUEST FOR ADMINISTRATIVE HEARING

RECEIVED BY: _____ DATE: _____

Name:		Telephone:	
Mailing Address:			
Citation #:		Date Issued:	
Violation(s):			
Location of Violation:			

Although we cannot guarantee a specific day or time for an administrative hearing, we will do the best we can to accommodate your time schedule. Please indicate your preference for a hearing. (Check as many as apply)	
MONDAY	TUESDAY
WEDNESDAY	THURSDAY
PREFERRED TIME(S):	
MORNING _____	AFTERNOON _____

REGULATIONS AND SUGGESTIONS

1. Issues not listed on this request cannot be discussed, entered into evidence, or used in anyway in your defense at the administrative hearing. For this reason it is important for you to list ALL reasons you feel that you are responsible for the violation.
2. You must deposit the amount of the fine with the City Clerk at the time this request is filed. If you are unable to deposit the fine, you may request a financial hardship waiver. If you are approved for a financial hardship you may not be required to deposit the fine prior to the hearing.
3. We recommend that you read the sections of the Montebello Municipal Code pertaining to the administrative hearing process. They should have been provided to you with this request form, if not please request a copy from the City Clerk's Office.
4. This request must be filed with the City Clerk within five (5) business days from the date the citation was issued. The request is considered filed when it is received by the City Clerk.
5. Bring any witnesses you have to support your case. Witnesses must appear in person, written statements will not be accepted.
6. Bring ALL ORIGINAL written documents to be used in your defense. Also, bring at least one photocopy of each original document to be left with the hearing officer.
7. Bring any photographic evidence you might have.
8. Bring your photo identification and request any witnesses to bring their photo identification.
9. If you have any questions regarding this process please ask prior to your hearing.
10. You will receive written notification of your hearing date and time.
11. Please fill out the back of this form with all the information to be used at your hearing. If you run out of room please attach additional sheets and note in the space provided how many sheets are attached.
12. Per 1.14.070 MMC the hearing officer may be compensated for the time expended in providing services, however, such compensation shall not be based on the number of citations affirmed or denied. You may request in writing, prior to the hearing, to pay for one half of costs of the services of the hearing officer if you desire to do so.



MONTEBELLO CODE ENFORCEMENT

Please describe why you feel the citation was issued in error. Enclose any documentation or photographs to support this review.

Petitioners Name (please print): _____ **CE #:** _____

Petitioners Signature: _____ **Date:** _____