



# REQUEST FOR ADMINISTRATIVE REVIEW

Pursuant to Chico Municipal Code Chapter 1.15  
Administrative Citation No. \_\_\_\_\_

**FINANCE OFFICE**  
411 Main Street  
P.O. Box 3420  
Chico, CA 95927-3420  
(530) 879-7300

**THIS FORM AND A COPY OF THE ADMINISTRATIVE CITATION MUST BE DELIVERED TO THE FINANCE OFFICE WITHIN 21 DAYS OF CITATION DATE.**

### **PART I: REQUEST FOR ADMINISTRATIVE REVIEW (Applicant to Complete Part I Only.)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I request an administrative review of the above-referenced administrative citation. I contest the administrative citation on the following grounds (attach additional sheet(s), if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE ONLY:**  
Received by Finance Office: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART II. REFERRAL OF REQUEST FOR ADMINISTRATIVE REVIEW (Finance Office To Complete Part II)**

To:  Police  Fire  Code Enforcement  Park  Building  Other \_\_\_\_\_

The Finance Office has received the above request to review an administrative citation. Please review and provide the Finance Office with a report and your recommendation(s) by the following date: \_\_\_\_\_.

### **PART III. RECOMMENDATIONS ON REQUEST FOR ADMINISTRATIVE REVIEW (Issuing Dept. to Complete Part III)**

The above-referenced administrative citation has been reviewed to determine whether it was validly issued in light of the reasons given by Applicant for contesting it and requesting an administrative review. Based on the review it has been determined that:

The administrative citation should be **upheld**.  The administrative citation should be **dismissed** because:  
\_\_\_\_\_ It has been determined that there was no violation.  
\_\_\_\_\_ Applicant was not responsible for the violation.  
\_\_\_\_\_ Other: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART IV. DISPOSITION OF REQUEST FOR ADMINISTRATIVE REVIEW (Finance Office to Complete Part IV)**

Based on the above, the administrative citation is:  **upheld**  **dismissed**. No fines are due.  
If the administrative citation was UPHELD, the sum listed below remains due and payable. You are required to deposit this amount in City's Finance Office on or before the date listed below, which is fifteen (15) calendar days from the date this notice was mailed to you. Failure to do so may result in legal action against you to collect the administrative fine and any penalties and interest that may also be due. Failure to pay may also result in a lien against the property on which the violation occurred for either the fine, penalties and interest that may be due, or City's cost to abate the violation(s).

Amount \$ \_\_\_\_\_ Due Date \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART V. RIGHT TO ADMINISTRATIVE HEARING (Finance Office to Complete Part V)**

If you wish to contest the administrative review of the above-referenced administrative citation, you have the right to appear and be heard on this matter at an administrative hearing before a hearing officer designated by the City of Chico. To exercise this right, you must: 1) deliver the enclosed Request for Administrative Hearing to the City's Finance Office on or before 5:00 p.m. \_\_\_\_\_, and 2) accompany such request with a deposit in the amount of \$ \_\_\_\_\_ or an approved Request for Hardship Waiver form. A Request for Hardship Waiver Form is available on the City's website at <http://www.ci.chico.ca.us> or at 411 Main Street, Chico, California.

cc: Issuing Department  
Cited Party