



REQUEST FOR HARDSHIP WAIVER

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

PART I: REQUEST FOR HARDSHIP WAIVER (Applicant to Complete Part I)

I am financially unable to deposit my administrative fine of \$_____ before the hearing, and I request that the advance deposit requirement be waived. To support my request, I submit the following information:

Applicant Information

Name:	Phone No:	Age at last birthday:
Address:	Date:	Number in Household:

Statement of Combined Annual Total Household Income - All Sources

1	Adjusted gross income (from State and Federal Personal Income Tax Returns for the last year)	\$
2	Alimony, other Support Money	\$
3	Public Assistance and Relief (Does this include an allowance to pay utility bills and taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No)	\$
4	Pension, Annuities, Social Security	\$
5	Worker's Compensation, Unemployment Insurance	\$
6	Tax Exempt Interest, Insurance Benefits, Gifts	\$
7	Other:	\$
	TOTAL	\$

Signature

Date

PART II. ACTION ON THE REQUEST FOR HARDSHIP WAIVER (Finance Office to Complete Part II)

On behalf of the City of Chico, I have considered this request for hardship waiver and based on such request, I recommend:

_____ APPROVAL of the Request for Hardship Waiver, finding that the Applicant has demonstrated a present inability to deposit the administrative fine prior to obtaining a hearing date.

_____ DENIAL of the Request for Hardship Waiver, finding that the Applicant has not demonstrated a present inability to deposit the administrative fine prior to obtaining a hearing date. Therefore, please deposit the administrative fine with the Finance Office within ten (10) days of the date of this notice. When the administrative fine is deposited, you will be notified of the date of the hearing.

If the administrative fine is not delivered to the City's Finance Office by 5:00 p.m. on _____, you will no longer have a right to an administrative hearing and the administrative fine will be considered delinquent and penalties and interest will be added to the amount of the fine.

Signature

Date

cc: Issuing Department
Cited Party