

Administrative Citation You have been issued an Administrative Citation pursuant to Article 3, Chapter 3, of Title of the Beverly Hills Municipal Code. If you continue or repeat the commission of the Municipal Code violation listed on this Administrative Citation, the City may issue to you another citation or pursue any other legal remedy available to the City against you.

Late Payment Charges The amount of the administrative fine being imposed upon you for violation(s) of the Municipal Code is listed on the front of this Administrative Citation. These administrative fines must be paid to the City within twenty (20) days from the date of this Administrative Citation. Any person who fails to pay to the City on or before the due date shall be liable for the payment of the applicable late payment charges as follows: (1) For payments received within 30 days after the due date, a late fee in the amount of 50% of administrative fine due; (2) For payments received more than 30 days after the due date, a late fee in the amount of 50% of administrative fine due, plus an additional 10% of the overdue administrative fine for each month the payment is overdue. The maximum late fee shall be 100% of the overdue administrative fine.

Collection of Administrative Fine The City may collect any past-due administrative fine or late payment charges by use of any available legal means, including the property lien procedure set forth in the Beverly Hills Municipal Code.

Hearing Process Information You have the right to contest this Administrative Citation and request a hearing before a Hearing Officer by completing the Request for Hearing portion below. The request should be accompanied by an advance deposit of the fine or notice that a request for an Advance Deposit Hardship Waiver (which is explained below) has been made. The Request for Hearing must be filed within twenty (20) days of the date of this Administrative Citation and can be mailed or delivered in person to: City of Beverly Hills, Community Development Department – Code Enforcement, 455 N. Rexford Drive, First Floor, Beverly Hills, California 90210. The City's failure to receive the Request for Hearing and the fine or hardship waiver request within twenty (20) days of the date of this Administrative Citation shall constitute a waiver of the right to a hearing. You will be notified of the date and time set for your hearing. A hearing will not be scheduled unless the full amount of the fine is deposited or the City approves the Advance Deposit Hardship Waiver request. If you fail to appear at your hearing, the hearing will proceed without you and you will have been deemed to waive your right to an administrative hearing. This failure may also result in a forfeiture of your deposit of the Administrative Fine and will constitute a failure to exhaust your administrative remedies. If you have any questions, please call 310-285-1119.

Advance Deposit Hardship Waiver If you intend to request a hearing to contest this violation and are financially unable to make the advance deposit of the fine as required, you may file a request for an Advance Deposit Hardship Waiver by completing the portion below and including the documentation requested. This, along with the documentation, must be filed within twenty (20) days of the date of this Administrative Citation and can be mailed or delivered in person to: City of Beverly Hills, Community Development Department – Code Enforcement, 455 N. Rexford Drive, First Floor, Beverly Hills, California 90210. The decision to issue the waiver is made by the Director or designee. If the Director or designee determines that the determines that the waiver is not warranted, the person shall remit the full amount of the fine to the City Clerk within ten (10) days of receipt of the Director's written decision. The Director or designee's decision whether to issue a waiver shall be final.

REQUEST FOR ADMINISTRATIVE HEARING

Date _____ Case # _____ Citation # _____

Name: _____ Mailing Address: _____ Phone: _____

E-mail Address: _____

Briefly state the reason(s) you are contesting the citation (you may attach additional pages):

I declare under penalty of perjury under the laws of the State of California that my statement and any additional pages attached are true, correct and complete.

Signature: _____ Date: _____

REQUEST FOR ADVANCE DEPOSIT HARDSHIP WAIVER

I, _____ declare under penalty of perjury under the laws of the State of California that I am financially unable to deposit the administrative fine and hereby request an Advance Hardship Waiver Deposit.

Signature: _____ Date: _____

Please provide copies of documents verifying sources of income that demonstrate your financial inability to deposit with the City the amount of the fine in advance of the hearing. Documents may include those that evidence your income from all sources including, but not limited to, paycheck stub, social security, retirement, pension, welfare, alimony, child support and unemployment. You may also submit your most recent Federal income Tax return or if a tax return was not filed, a copy of your W-2 form or verification of public assistance. Please also indicate the number of persons you support including yourself (for example, spouse, children and other): _____

Date Received: _____ Received by: _____