



**CITY OF NEWARK**  
 City Clerk's Office  
 37101 Newark Boulevard  
 Newark, CA 94560  
 (510) 793-1400

FOR CITY USE ONLY – DATE RECEIVED

## APPEAL OF ADMINISTRATIVE CITATION

Newark Municipal Code Chapter 7.16 provides the owner or responsible party the opportunity to appeal an Administrative Citation and request a hearing before a Hearing Officer. On this form, you must identify the action being appealed, the basis for the appeal, and the relief being sought.

**APPELLANT(S)** *(Please print):*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Location of Violation:**  
*(Property address)*

**I AM APPEALING ADMINISTRATION CITATION NO.:**

**Date of Citation:**

**THE BASIS FOR MY APPEAL IS:**

**THE RELIEF I AM SEEKING IS:**

**Signature of Appellant:**

**Date:**

Your appeal must be submitted **WITHIN THIRTY (30) CALENDAR DAYS** from the date of issuance of the Administrative Citation. This Appeal of Administrative Citation form *must be accompanied* by a copy of the Administrative Citation, *and* either (1) a deposit of the total amount of the fine as shown on the Administrative Citation, *or* (2) a completed **Advance Deposit Hardship Waiver** form. Completed documents should be either mailed or delivered to the City Clerk's office at the address listed above.

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Hearing Date: \_\_\_\_\_ Room Assignment: \_\_\_\_\_ Extension To: \_\_\_\_\_