



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. To fill out electronically, just tab from field-to-field. Then print out completed document to sign and date and deliver to the address listed above.

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: _____