



CITY OF NEWARK
 City Clerk's Office
 37101 Newark Boulevard
 Newark, CA 94560
 (510) 578-4278

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. You must identify the action being appealed, the basis for the appeal, and the relief sought. Print the completed document, then sign, date, and deliver to the address listed above.

APPELLANT(S) *(Please print):*

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ Email: _____

Address of Violation:

I AM APPEALING ADMINISTRATION CITATION NO.: _____ **Date of Citation:** _____

THE BASIS FOR MY APPEAL IS:

- There wasn't a violation of the Newark Municipal Code.
- I am not the responsible party.
- Other, please explain.

THE RELIEF I AM SEEKING IS:

- Waive the fine.
- Other, please explain.

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 (**within ten (10) calendar days of the Citation issuance date**). Completed documents should be either mailed or delivered to the City Clerk's office at the address listed above.

FOR CITY USE ONLY:

Hearing Date: _____ Room Assignment: _____ Extension To: _____