

Request for Administrative Hearing

City of Irwindale • Community Development Department

5050 Irwindale Avenue • Irwindale, California 91706 • (626) 430-2208

Pursuant to Irwindale Municipal Code (IMC) Section 1.16.100.

- A. Any person receiving an administrative citation may contest the citation by completing a request for hearing form and returning it to the city within twelve business days after the issuance date of the administrative citation. Any request for hearing must be accompanied by an advance deposit of the fine assessed by the citation for the initial violation(s), unless waived due to hardship. If it is determined, after a hearing, that there was no violation as charged in the administrative citation, the advance deposit will be refunded.
1. A request for hearing will not postpone or avoid the requirement of a responsible person to abate a violation nor toll the daily fines accruing for a continuing violation until the abatement of the offense is properly verified. In the event the hearing officer upholds the citation, the responsible person will be liable for the total fines accrued from the issuance of the citation to the date the abatement is properly verified.
 3. The failure to submit a timely and complete request for hearing form will terminate a person's right to contest the citation and result in a failure to exhaust administrative remedies, and the order of the citation will serve as a final determination and conclusive evidence of the named responsible person's liability for the citation.
- B. The city clerk shall set a hearing before a hearing officer on a date that is not less than 15 and not more than 60 days from the date that the request for hearing is filed in accordance with the provisions of this section. The city shall notify the person requesting the hearing by regular mail of the date, time and place set for the hearing at least 10 days prior to the date of the hearing and give that person any additional written reports filed concerning the violation that are provided to the hearing officer.

I AM REQUESTING A HEARING ON THE ADMINISTRATIVE CITATION ISSUED TO ME:

Name of person (Print) receiving citation: _____

Address (Print): _____

Telephone Number: _____

E-mail Address: _____

RE: Citation Number: _____ Issuance Date: _____

The undersigned, under penalty to any applicable law, attests to the accuracy of the above included information.

Signature: _____

Date: _____

Administrative Hearing Deposit Hardship Waiver

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Request for Hardship Waiver

Pursuant to IMC Section 1.16.100(A)(2), “A person seeking an administrative hearing may request a hardship waiver of the fine deposit by filing with the city clerk a completed hardship waiver form, which form must be signed under penalty, with the request for hearing form. The person requesting the waiver bears the burden of establishing that such person does not have the financial ability to make the deposit. All such proof shall be submitted with the hardship waiver form. The hardship waiver request will be decided by the city manager, or his designee, within three (3) business days from the date the request is received, and such decision shall be final. The applicant may be notified by telephone, facsimile, or in person of the decision on the hardship waiver request. The filing of a request for hardship waiver does not extend the time to file for an administrative hearing or the payment of the fine. If the request for hardship waiver is denied, the administrative hearing will not be scheduled unless the fine deposit is paid within five (5) business days following the determination on the request for a hardship waiver.”

I AM REQUESTING A HARDSHIP WAIVER OF THE FINE DEPOSIT FOR THE ADMINISTRATIVE CITATION ISSUED TO ME:

Name of person that received the citation: _____

The undersigned, under penalty to any applicable law, attests to the fact that they are the person requesting the waiver.

Signature: _____

Date: _____