



Office of the City Manager

CITY OF BERKELEY **REQUEST FOR HEARING ON ADMINISTRATIVE CITATION**

Request must be received or postmarked no later than 21 days of the citation issue date. Send request to:

City of Berkeley
Finance Customer Service Center
1947 Center Street
Berkeley, CA 94704

Citation No.: _____

Citation Issue Date: _____

Name: _____

Phone: _____

I hereby request an administrative hearing to contest the administrative citation issued to me. I am contesting this citation for the following reasons (attach separate sheet if necessary):

I have submitted the full amount of the citation as a required advance deposit in the amount of \$ _____

(Signature of Contesting Party)

Date: _____

For City Manager's Department Use Only:

Received _____ Postmark Date _____

Appeal Approved: Hearing Scheduled

Appeal Denied: Not Timely (More than 14 days of the citation issue date)

Insufficient Deposit