



Appeal of Administrative Citation (Request for Hearing)

STEP 1 – File Written Appeal

Any person to whom an Administrative Citation was issued may contest the citation, no later than 21 calendar days from the date of service of the Administrative Citation, by filing this written appeal form with the City Clerk, and attaching a copy of Citation.

Name: _____ Telephone #: _____

Address: _____ City: _____ Zip Code: _____

Reasons why the Administrative Citation is being contested:

Attach a legible copy of Administrative Citation.

Signature: _____ Date: _____

STEP 2 – Attend Hearing

You will be notified by mail of the time and place of the appeal hearing at least 10 days prior. If your appeal is denied by hearing officer, the cost of the hearing officer will be added to the administrative penalty. For further information about the appeal hearing process, please refer to San Dimas Municipal Code Chapter 1.06.

-----**(For Staff Use Only below this line)**-----

Date Received: _____ Received By: _____