



# REQUEST FOR ADMINISTRATIVE HEARING

For filing location and instructions, please see the reverse side of this form

Please mark the appropriate box:

- Code Enforcement - Notice of Violation/Factual Finding Hearing - \$946
- Code Enforcement - Penalty Fee/Lien/Special Assessment Hearing - \$946

Applicant's Name: \_\_\_\_\_

Property Owner's Name (If hearing is associated with a Private Property Code Enforcement Case):

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

- Code Case # if applicable: \_\_\_\_\_ Date Issued \_\_\_\_\_
- Citation # if applicable: \_\_\_\_\_ Date Issued \_\_\_\_\_
- Invoice # if applicable: \_\_\_\_\_ Date Issued \_\_\_\_\_

Reason for Requesting a Hearing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit appropriate documentation to support your request if applicable.

A deposit in the amount of the hearing fee is due when this form is submitted.

I certify under penalty of perjury under the laws of the State of California that the information supplied on this form is true and correct, and that I am eighteen (18) years of age or older.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

OFFICE USE ONLY

Filing Fee: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

# REQUEST FOR ADMINISTRATIVE HEARING

## CODE ENFORCEMENT - NOTICE OF VIOLATION / FACTUAL CASE FINDINGS

Hearings for Code Enforcement Case Notice of Violations/ Factual Case Findings/And Determinations made as part of any Notice of Violation must be filed within 10 days of the Notice of Violation and Order to Correct or the right to contest the violation is waived. **Only the owner of the property can contest cases specific to private property violations.** The completed form and hearing fee must be submitted to the City of Hayward Code Enforcement Division, 777 B St., Hayward, CA 94541 before this deadline.

For additional information please see the City of Hayward website at [www.hayward-ca.gov](http://www.hayward-ca.gov) or call (510) 583-4143.

## CODE ENFORCEMENT - PENALTY FEE / LIENS/ SPECIAL ASSESSMENT HEARINGS

Hearings for Code Enforcement Penalties/ Liens/Special assessments must be filed within 10 days of the notice or the right to contest is waived. This hearing is to contest the amount of the fee, lien, or assessment, and not the factual findings of the case. **Only the owner of the property can contest cases specific to his/her private property.** The completed form and hearing fee must be submitted to the City of Hayward - Code Enforcement Division, 777 B St., Hayward, CA 94541 prior to this deadline.

For additional information please see the City of Hayward website at [www.hayward-ca.gov](http://www.hayward-ca.gov) or call (510) 583-4143.

## HEARING FEES: \$946

- 1) CODE ENFORCEMENT - NOTICE OF VIOLATION/FACTUAL FINDING HEARINGS
- 2) CODE ENFORCEMENT - PENALTY FEE/LIENS/SPECIAL ASSESSMENT HEARINGS
  - Cannabis Program
  - Community Preservation
  - Rental Property Inspections
  - Tobacco retail Inspections
  - Vacant Property Monitoring and Inspections

## GENERAL INFORMATION

Hearings will be held by a Hearing Officer who is not a city employee. There are no 'drop-in' sessions. All hearings are held at the Hayward City Hall, 777 B St., Hayward, CA. Please check in at the Permit Center on the first floor on your scheduled hearing date and time. It is up to the claimant to determine what documentation or assistance will be of help to them in presenting their case. Claimants will be notified of the Hearing Officer's decision in writing. If the Hearing Officer finds for the Claimant, the hearing fee is returned.

## HARDSHIP

Persons with limited income may request a deposit waiver by submitting the waiver form along with income verification. The form may be requested through the City of Hayward - Revenue Division at 777 B St., Hayward, CA 94541, the City website at [www.hayward-ca.gov](http://www.hayward-ca.gov), or call (510) 583-4600. This does not waive the fine if the case is upheld.