



## REQUEST FOR ADMINISTRATIVE HEARING

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

Please mark the appropriate box:

- Administrative Citation
- Community Preservation Factual Finding
- Residential Rental Inspection Factual Finding
- Lien/Special Assessment Hearing

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

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

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

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

Telephone #: \_\_\_\_\_ Case #: \_\_\_\_\_

Property Owner's Name (Community Preservation or Rental Housing only):  
\_\_\_\_\_

Citation # if applicable: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Invoice # if applicable: \_\_\_\_\_

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

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### OFFICE USE ONLY

Filing Fee: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

## REQUEST FOR ADMINISTRATIVE HEARING

This form is used for several hearing formats. Please read and follow the instructions for your particular type of hearing:

### ADMINISTRATIVE CITATIONS

Hearings for Administrative Citations must be filed within 15 days of the violation date or the right to contest the violation is waived. The completed form and hearing fee must be submitted to the City of Hayward Revenue Division, 777 B St., Hayward, Ca 94541. For additional information please see the City of Hayward website at [www.hayward-ca.gov](http://www.hayward-ca.gov) or call (510) 583-4600.

### FACTUAL CASE FINDINGS – COMMUNITY PRESERVATION/RENTAL INSPECTION

Hearings for Community Preservation Factual Case Findings must be filed within 10 days of the violation notification or the right to contest the violation is waived. **Only the owner of the property can contest the case.** 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.

### LIEN/SPECIAL ASSESSMENT HEARINGS FOR COMMUNITY PRESERVATION/RENTAL INSPECTION

Hearings for Community Preservation liens/special assessment 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 lien or assessment, and not the factual findings of the case. **Only the owner of the property can contest the case.** 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

1) <u>ADMINISTRATIVE CITATIONS:</u>	\$761
2) <u>FACTUAL FINDING HEARINGS:</u>	
COMMUNITY PRESERVATION	\$946
RENTAL INSPECTION	\$946
3) <u>LIEN/SPECIAL ASSESSMENT HEARINGS:</u>	
COMMUNITY PRESERVATION	\$946
RENTAL INSPECTION	\$946

### 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. 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.