



**CITY OF CULVER CITY
REQUEST FOR ADMINISTRATIVE HEARING**

To request a hearing for an Administrative Citation, complete **SECTIONS 1, 2, 3 AND 4**. The request must be made within **15 CALENDAR DAYS** of the issuance of an Administrative Citation. Return this form, the required fine deposit and a photocopy of your citation to the Enforcement Services Division, 2nd Floor, Culver City City Hall, 9770 Culver Blvd., Culver City, CA 90232.

SECTION 1

Citation No. _____ Issue Date _____ Code Section _____

Name _____

Address _____ City _____

Zip Code _____ Tel No. _____ Fax No. _____

SECTION 2

List below all pertinent information as to why you believe this administrative citation should be dismissed. Attach a **PHOTOCOPY** of citation and any pertinent information. Copies will not be returned. If applicable, please attach your written explanation for the hearing officer.

SECTION 3

I am requesting an administrative hearing in person (I will be present).

I am requesting an administrative hearing by declaration (I will not be present).

NOTE: You are required to deposit the fine at the time you submit your request.

SECTION 4

I hereby affirm and certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

Signed _____ Date _____

SECTION 5

The City will provide at least ten (10) calendar days written notification of the date, time and location of the hearing. Such notice will be sent via First Class Mail to the address provided above. Such notice will be in the form of a copy of the entire application form, with the date, time and location written in the appropriate portions of the form (below). The hearing date will be set no later than sixty (60) days from the date your request is complete and accepted by the City.

FOR CITY USE ONLY	
AMOUNT DEPOSITED: \$	RECEIPT NO.
DATE RECEIVED:	RECEIVED BY:
HEARING DATE:	HEARING TIME:
HEARING LOCATION: City Hall, 9770 Culver Blvd, Culver City, CA 91780	

Notification of Hearing Mailing [Via First Class] Date: _____