



REQUEST FOR APPEAL OF ADMINISTRATIVE CITATION

Form with fields for Name, Citation Number, Violation Address, Date Citation Issued, Phone/s, Email, and Amount of Citation + Admin Fee + Appeal Fee (\$100) = \$ Total to be submitted.

Appeals must be filed within thirty (30) calendar days of the date the citation was issued. Appeals received subsequent to this time period will not be processed and the individual will be responsible for the full amount of the penalty assessed.

Prepayment of the full amount of the penalty is required to file this appeal along with the \$100.00 Appeal Hearing fee. Payment may be in the form of a cashier's check, money order or personal check payable to CITY OF SOUTH LAKE TAHOE. A credit card payment may also be made on-line at www.CitationProcessingCenter.com or by calling (800) 969- 6158.

If submitted on time, an appeal date and time will be scheduled and you will be contact by mail. You may select one to have your appeal heard in one of 3 ways: In person, By phone (Phone number to call), In writing

Any Administrative Citation penalty that has been deposited shall be refunded if it is determined, after a hearing, that the person or entity charged with the violation was not responsible for the violation or that there was no violation as charged in the Administrative Citation.

Justification (reason) for this appeal (please attach additional page/s if needed):

I hereby request a hearing before a hearing officer regarding this Administrative Citation.

NAME PRINTED SIGNATURE DATE

Return this form to:

CITY OF SOUTH LAKE TAHOE CITATION PROCESSING CENTER
P.O. BOX 7275
NEWPORT BEACH, CA 92658-7275