

**HERMOSA BEACH ADMINISTRATIVE HEARING PROGRAM
REQUEST FOR ADMINISTRATIVE HEARING**

Name: _____ NPV # _____
Address: _____ Violation Date: _____
City, State, Zip: _____ Violation Time: _____
Phone #: _____ Penalty Amount: _____
Today's Date: _____ Initial Review Mail Date: _____

PLEASE READ EACH PARAGRAPH AND ACKNOWLEDGE BY INITIALING AT THE LEFT

The Administrative Investigation has determined that the above violation notice was issued correctly. In accordance with California Vehicle Code Section 40215, you may request an Administrative Hearing within 21 days of the mailing date of the Result of the Administrative Investigation. In order to request an Administrative Hearing, **you must pay the full amount of the parking penalty or claim indigence (an indigence claim form must be filed)** and submit a written statement of the reason for contesting the parking violation on the Administrative Hearing Program Written Statement form. If you do not wish to add any additional information, the original statement submitted for the Administrative Investigation will serve as your version of the events surrounding the issuance of the Notice of Parking Violation.

Initial

The Administrative Hearing is your opportunity to provide defense against the facts presented on the Notice of Parking Violation and the results of the Administrative Investigation. You may bring written and/or photographic documentation and witnesses to the hearing. Materials submitted during the Administrative Investigation will be present at the Administrative Hearing. No materials submitted will be returned. The results of the Administrative Hearing will be mailed to the address you have provided.

Initial

Administrative Hearings for the City of Hermosa Beach are scheduled on the second Thursday of each month between 3:00 PM - 5:50 PM in the Hermosa Beach City Council Chambers located at 1315 Valley Drive, Hermosa Beach, CA 90254. Administrative Hearings are conducted BY APPOINTMENT ONLY. UNSCHEDULED CASES WILL NOT BE HEARD UNDER ANY CIRCUMSTANCES.

Initial

If you will be unable to attend the Administrative Hearing, please contact the Community Services Division at (310) 318-0249 or the Cashiering department at (310) 318-0217 at least 24 hours prior to your scheduled appointment time. If you fail to appear, you will have exhausted all rights to further appeal this citation.

Initial

CHECK ONE:

- I PLAN ON ATTENDING THE HEARING IN PERSON**
- I WILL NOT ATTEND THE HEARING BUT WILL LET MY ORIGINAL STATEMENT AND PRIOR SUBMITTED EVIDENCE (IF APPLICABLE) ACT AS MY TESTIMONY**

FOR OFFICE USE ONLY

In Person	<input type="checkbox"/>	Payment Received	<input type="checkbox"/>	Status:
Mailed	<input type="checkbox"/>	Results Mailed	<input type="checkbox"/>	Dismissed <input type="checkbox"/>
Telephone Processor:	<input type="checkbox"/>	Hearing Officer: _____		Upheld <input type="checkbox"/>
		Location: _____		FTA
		Hearing Date: _____		