



REQUEST FOR ADMINISTRATIVE HEARING FORM

(Please type or print)

In the Matter of a Proceeding Before the City of Santa Clara re: Name: _____	Citation #: _____ Case #: _____
Mailing Address: _____ _____	<input type="checkbox"/> Request for Hearing accompanied by advance deposit of penalty amount [1.10.060]
Phone Number: _____ Email: _____ Violation(s) Desc.: _____ Violation Address: _____ _____ Date Citation Issued: _____	<input type="checkbox"/> Request for Waiver of Posting of Administrative Penalty Because of Financial Hardship [1.10.070] If the waiver is denied, you shall deliver the penalty deposit so that it is received by the City within fourteen (14) calendar days of the decision. Failure to make the deposit by the time required shall be deemed an abandonment of the request for administrative hearing.

I, _____, request a hearing concerning the administrative citation issued in this matter for the following reasons:

I will represent myself at the hearing. I understand the hearing will be conducted virtually via Zoom.

I will NOT be representing myself at the hearing. I will be represented by the following person:

Representative Name: _____ Phone: _____

Title: _____ Firm/Company: _____

Address: _____ Email: _____

I have informed the above listed representative that the hearing will be conducted virtually via Zoom.

I declare under penalty of perjury under the laws of the State of California that I am the cited individual and the foregoing statements and information provided by me are true and correct.

Signature: _____ Date: _____

Printed Name: _____

Mail form and payment to:

**City of Santa Clara
City Clerk's Office
ATTN: Request for Administrative Hearing
1500 Warburton Avenue
Santa Clara, CA 95050**

PLEASE NOTE: If your citation is upheld by the Hearing Officer, you may be assessed administrative costs, which may include any and all costs incurred by the City in investigating and commencing administrative proceedings for the violation as well as any and all costs incurred by the City in connection with your hearing. Depending upon the violation, you also may be required to pay restitution. SCCC § 1.10.120.

If any special assistance is needed, such as an interpreter or accommodation due to a disability, please notify the City Clerk's Clerk at the time the Request for Hearing is filed.

For further information, contact the City Clerk's office at 1500 Warburton Avenue or call (408) 615-2220.