



600 East A Street
DIXON, CA 95620
Phone: (707) 678-7000
Web Page: www.ci.dixon.ca.us

**CITY OF DIXON ADMINISTRATIVE CITATION
REQUEST FOR ADMINISTRATIVE APPEAL HEARING**

Name of Appellant: _____ Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ Amount of Fine \$ _____

Citation Number: _____ Date Issued: _____

SPECIFY THE BASIS FOR THE APPEAL IN DETAIL (attach additional pages if needed):

I hereby request a hearing before a hearing officer and certify that the above statement is true and correct.

Signature (Appellant)

Date

You will be notified by first-class mail of the date and time of your administrative appeal hearing. Please mail or deliver this form with the attached documentation to:

City of Dixon
Attn: City Clerk
600 East A Street
Dixon, CA 95620

Staff use only:
 Receipt of appeal deposit Approved request for deposit waiver



ADMINISTRATIVE CITATION APPEALS

Appeal Process Information: If you intend to request a hearing to contest an administrative citation on the basis that no violation of the Dixon Municipal Code (“D.M.C.”) occurred or that you are not the responsible party, you are required to deposit the full amount of the administrative citation fine at the time the request for the hearing is made pursuant to D.M.C. section 1.07.100. Any recipient of an administrative citation may contest the administrative citation by completing a request for hearing form and returning it to the City Clerk within thirty (30) days from the date of the administrative citation, together with either an advance deposit of the fine or an approved request for a deposit waiver.

The written appeal request shall, at a minimum, contain:

1. A brief statement setting forth the interest the appealing party has in the matter relating to the imposition of the penalty;
2. A brief statement, in ordinary and concise language, of the material facts which the appellant claims support his/her/its contention that no administrative penalty should be imposed or that an administrative penalty of a different amount is warranted; and
3. An address at which the appellant agrees notice of any additional proceeding, or an order relating to the imposition of the administrative penalty, may be received by first class mail.

The person requesting the hearing shall be notified by the City Clerk of the time and place set for the hearing at least ten (10) days prior to the date of the hearing. If the enforcement officer submits an additional written report concerning the administrative citation to the hearing officer, for consideration at the hearing, then a copy of this report shall also be served on the person requesting the hearing at least five (5) days prior to the date of the hearing.

Deposit Waiver: You may request a waiver of the deposit requirement by filing a deposit waiver form, available by request from the City Clerk, within ten (10) days of the date of the administrative citation. The city may issue an advanced deposit hardship waiver if the city is satisfied that you are unable to deposit the full amount of the fine prior to the hearing. The city will mail, or otherwise make available to you, a written decision regarding whether it is granting your deposit waiver request within five (5) days of receipt of the request. The written decision shall be final pursuant to D.M.C. section 1.07.110.