

**City of Burbank Request for Appeal Hearing
For an Administrative Citation**

Name: _____

Address of Violation: _____

Mailing Address (if different): _____

Day Phone: _____ Other Phone: _____

Code/Ordinance Violation (see Administrative Citation): _____

Please state the reason(s) for the Request for Appeal. The Burbank Municipal Code (1-1-108.1 (H)) allows the recipient of an Administrative Citation to contest whether a violation(s) exist or whether they are the Responsible Person. If you require more space, please attach additional sheets.

Appellant's Statement

I declare under penalty of perjury that the facts stated are true and correct to the best of my knowledge.

 Signature

 Date

Process for Submitting Request for an Appeal Hearing:

1. An individual requesting an appeal hearing must submit this form to the City within fifteen (15) days from the date the administrative citation is served or deemed to have been served, together with an advanced deposit of the fine.
2. After receipt of the "Request for Hearing" form and fine deposit, a hearing before the Hearing Officer shall be set for a date that is not less than fifteen (15) and not more than sixty (60) days from the date that the "Request for Hearing" is filed.
3. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.
4. Failure of a recipient of an administrative citation to appear at the hearing shall constitute a forfeiture of the fine and be a bar to judicial review of the Hearing Officer's decision based upon a failure to exhaust administrative remedies.

**Mail Request for Appeal Hearing form to:
Burbank Water and Power
164 W. Magnolia Blvd., Burbank, CA 91502**

OFFICIAL USE ONLY

Received on: _____	Within Deadline: _____	Completed Form: _____	Fine Payment: _____
Date	Yes or No	Yes or No	Yes or No