



# Request for Hearing

Case/Citation Reference #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address/Location of Violation: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Date of Citation Issuance: \_\_\_\_\_ Citation Amount: \_\_\_\_\_  
 Code/Ordinance Violation (see Administrative Citation): \_\_\_\_\_  
 \_\_\_\_\_

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


### Appellant's Statement

I, the recipient of the above-mentioned citation, wish to appeal and request a hearing. I certify that the above statements are true and correct to the best of my knowledge. I acknowledge that the entire amount of the fine must accompany this appeal for it to be considered complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Process for Submitting a Request for 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. A failure to file a timely "Request for Hearing" form with the fine deposit shall be deemed a waiver of the right to appeal the citation.
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. Alternatively, the hearing can be conducted via video conference call, phone, or a written submittal.
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.
5. If the citation is dismissed or cancelled, a refund of the citation amount paid shall be issued.

### Mail the Request for Hearing Form and Citation Payment to:

City of Burbank, C/O Citation Processing Center  
 PO Box 7275, Newport Beach, CA 92658-7275

**Or visit [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) to submit an online Request for Hearing Form**

### OFFICIAL USE ONLY

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