City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-3356 · www.malibucity.org

This is a request for an Administrative Hearing to contest a citation you have received. You MUST do the following under Malibu municipal code §1.10.090

1. Complete the "Request for Administrative Hearing" form and return it to the City of Malibu City Clerks Office located at City Hall 23825 Stuart Ranch Road, California, CA 90265
2. Provide one of the following when submitting your application:
   a. Pay citation (entire amount for each violation(s) for multiple violations list on one citation)
   b. Submit a completed "Fee Waiver" form and provide all documentation necessary.

The request for hearing is incomplete if it does not include payment in full of the fine or the request for hardship waiver.

3. File this application no later than thirty (30) days from the date of service of the citation. Only after the request is filed and the Responsible Person requesting the hearing has 1) paid the administrative fine in full or 2) obtained City approval of a Waiver of Citation Deposit, shall the City set a hearing date and time. The hearing shall be set for a date not less than fifteen (15 days nor more than sixty (60) days after the Request of Administrative Hearing form is submitted. The City shall send notice of the date, time and place of the hearing to the Responsible Person requesting the hearing via certified mail return receipt at least ten (10 days before the date of the hearing).

Fines paid for citations that are rescinded will be refunded.

Citation #:_____ Date of Citation: _____ Citation issued by: _____

Amount of Citation (Administrative Fine): $_____

Name of Responsible Person: _____

Address of violation: _____

City / State: _____ ZIP Code: _____

Mailing Address (if different from above)

Number and Street: _____

City / State _____ ZIP Code: _____

Contact telephone number: _____

Please present evidence or a compelling reason why an administrative hearing should be held

(please use additional pages if needed)

_____

_____

_____

_____

Signature: Date: