



City of Buena Park
6650 Beach Boulevard, Buena Park, CA 90622

REQUEST FOR ADMINISTRATIVE HEARING

Please print or type. A complete mailing address is required.

Name: Citation Number:

Address: Telephone #

City/State/Zip: Email

REQUEST FOR HEARING ACCORDING TO CHAPTER 1.04 OF THE BUENA PARK MUNICIPAL CODE

Under provisions of the above Buena Park Municipal Code, I request an Administrative Hearing on the citation listed above. I have enclosed the fine due in the amount of \$ as a prerequisite of this request.

Please provide a brief statement below of why you are contesting or you can attach a written statement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct to my knowledge. I understand any statements made herein will be verified.

Driver License: St/Number OR Social Security Number Date Signature

Form and payment MUST be received by the Finance Dept. within 20 days of citation/correction date.

THIS SECTION WILL BE COMPLETED BY THE CITY OF BUENA PARK

The City of Buena Park has granted your request for a hearing.

Hearing scheduled for (date) and (time).

HEARINGS WILL TAKE PLACE AT CITY HALL, 6650 Beach Boulevard, Buena Park, CA 90622 CONFERENCE ROOM

You MUST call 714-562-3553 to confirm that you will be attending your assigned hearing date and time by 5:00 pm on Failure to confirm your scheduled hearing date will result in the hearing being canceled. Hearings that have not been confirmed will not be rescheduled and your opportunity to appeal will be forfeited.

If for any reason you will not be available for your hearing date and time, you must call 714-562-3553 prior to the hearing date to request a continuance. You may also request the continuance in person at City Hall - Finance Department - 6650 Beach Boulevard, Buena Park, CA 90622. Please be advised that hearings can only be postponed once.

FOR OFFICE USE ONLY

Date request received: Receipt Number and date: