

**HERMOSA BEACH ADMINISTRATIVE HEARING PROGRAM  
REQUEST FOR ADMINISTRATIVE HEARING**

Name: \_\_\_\_\_ NPV # \_\_\_\_\_  
 Address: \_\_\_\_\_ Violation Date: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Violation Time: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Penalty Amount: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_

**PLEASE READ EACH PARAGRAPH AND ACKNOWLEDGE BY INITIALING AT THE LEFT**

The Administrative Investigation has determined that the above violation notice was issued correctly. In accordance with California Vehicle Code Section 40215, you may request and Administrative Hearing within 21 days of the mailing date of the Result of the Administrative Investigation. In order to request an Administrative Hearing, you must pay the full amount of the parking penalty or claim indigence (indigence may only be claimed if the penalty amount is a minimum of \$200) and submit a written statement of the reason for contesting the parking violation. Please provide a written statement in the space provided on the reverse of this form. If you do not wish to add any additional information, the original statement submitted for the Administrative Investigation will serve as your version of the events surrounding the issuance of the Notice of Parking Violation.

\_\_\_\_\_  
Initial

The Administrative Hearing is your opportunity to provide defense against the facts presented on the Notice of Parking Violation and the results of the Administrative Investigation. You may bring written and/or photographic documentation and witnesses to the hearing. Materials submitted during the Administrative Investigation will be present at the Administrative Hearing. No materials submitted will be returned. The results of the Administrative Hearing will be mailed to the address you have provided.

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Initial

Administrative Hearings for the City of Hermosa Beach are scheduled on Thursdays between 4-8 PM in the Hermosa Beach City Council Chambers located at 1315 Valley Drive, Hermosa Beach, CA 90254. Administrative Hearings are conducted BY APPOINTMENT ONLY. UNSCHEDULED CASES WILL NOT BE HEARD UNDER ANY CIRCUMSTANCES.

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Initial

If you will be unable to attend the Administrative Hearing, please contact the Community Services Division at (310) 318-0249 or the Cashiering department at (310) 318-0217 at least 48 hours prior to your scheduled appointment time. If you fail to appear, the Hearing Examiner will conduct the hearing based upon all materials submitted prior to the scheduled hearing date and time.

\_\_\_\_\_  
Initial

**CHECK ONE:**

**I PLAN ON ATTENDING THE HEARING IN PERSON**

**I WILL NOT ATTEND THE HEARING BUT WILL LET MY ORIGINAL STATEMENT AND PRIOR SUBMITTED EVIDENCE (IF APPLICABLE) ACT AS MY TESTIMONY**

**FOR OFFICE USE ONLY**

In Person

Payment Received

Mailed

Results Mailed

Telephone

Hearing Officer: \_\_\_\_\_

Status:

Processor: \_\_\_\_\_

Location: \_\_\_\_\_

Dismissed

Hearing Date: \_\_\_\_\_

Upheld