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CITY OF RANCHO PALOS VERDES
COMMUNITY DEVELOPMENT DEPARTMENT

1.16.140 – ADVANCE HARDSHIP WAIVER DEPOSIT
REQUEST FOR ADMINISTRATIVE HEARING FEE WAIVER

NOTICE TO CONTESTANT

The contestant is responsible for the timely filing of the appeal to request a hearing. The Request for Hearing form must be completed in its entirety and returned to the Community Development Department of City Hall within 30 days from the date of service of the administrative citation. **A separate Request for Hearing form is required for each citation.**

An advance deposit of the total administrative fine for each citation is required at the time of filing. Any responsible person who requests a hearing to contest an administrative citation and who is financially unable to deposit the administrative fine required in [Section 1.16.120](#) (Payment of Administrative Fine) may file a request for an advance deposit hardship waiver.

INSTRUCTIONS:

Pursuant to Chapter 1.16.140 of the Rancho Palos Verdes Municipal Code, the Director of the Community Development Department ("director") or the director's designee may issue an advance deposit hardship waiver only if the person requesting the waiver submits a sworn affidavit, together with any supporting documents, demonstrating to the satisfaction of the director or the director's designee the person's financial inability to deposit with the city the full amount of the fine in advance of the hearing.

The director or his or her designee shall issue a written decision specifying the reasons for issuing or not issuing the waiver. The decision shall be served upon the person requesting the waiver as specified in Section 1.16.030 (Procedure for Service). If the director or the director's designee determines that the waiver is not warranted, the person shall remit the full amount of the fine to the Community Development Department within ten days of receipt of the director's written decision. The decision of the director or the director's designee whether to issue a hardship waiver shall be final.

CONTESTANT NAME: _____

ADDRESS: _____ (STREET) _____ (CITY) _____ (STATE) _____ (ZIP)

TELEPHONE #: _____ CELL #: _____ WORK #: _____

EMAIL: _____

Attach an affidavit together with any supporting documents, demonstrating to the satisfaction of the director or the director's designee of personal financial inability to deposit with the city the full amount of the fine in advance of the hearing.

I hereby declare under penalty and perjury that the attached affidavit is true and correct to the best of my knowledge and have provided the required documents and either paid the advance deposit or requested the hardship fee waiver.

Print Name: _____

Signature: _____ Date: _____

FOR CITY USE ONLY

Received by: _____ Date: _____

The decision of the hardship waiver is: APPROVED DENIED NEED ADDITIONAL INFO

Authorized Personnel: _____ (PRINT) _____ (TITLE) _____ (SIGNATURE) _____ (DATE)