



*Stephen Sealy*  
CHIEF OF POLICE

## ADMINISTRATIVE APPEAL HEARING REQUEST

Pursuant to LMC 1.12.350A: A person served with one of the following documents, order or notices may file an appeal within ten calendar days from the service of the notice:

1. Any civil penalty notice and order issued;
2. An administrative citation issued pursuant to Sections 1.12.130 and 1.12.140;
3. An application for a waiver of fees.

Pursuant to LMC 1.12.350B: Appeals shall be made in writing stating the grounds for the appeal and filed with the director on or before the tenth day after service.

Appellant name (must be the name listed on citation or order) \_\_\_\_\_

Appellant Address: \_\_\_\_\_

Case # \_\_\_\_\_ Citation # \_\_\_\_\_ Date of issuance: \_\_\_\_\_

Location/Address of violation as listed on citation or order: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appellant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the request is approved, pursuant to LMC 1.12.360B the responsible person will be notified in writing of the date, time and location of hearing a minimum of ten (10) calendar days prior to the date.

Pursuant to LMC 1.12.380 failure to attend a scheduled hearing is deemed a waiver of the right to a hearing and the adjudication of the issues related to the hearing

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**Staff Use Only:**

Date received: \_\_\_\_\_ Staff receiving form: \_\_\_\_\_ Staff phone Ext: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_