



CITY OF SAN LEANDRO
 City Clerk's Office
 835 East 14th Street, San Leandro, CA 94577
 Telephone: (510) 577-3366 Fax: (510) 577-3340

DATE RECEIVED
 Office Use Only

**APPLICATION FOR APPEAL FROM ISSUANCE OF NOTICE OF VIOLATION OR CITATION
 (REQUEST FOR HEARING)**

GENERAL INFORMATION

This appeal application must be submitted within fifteen (15) calendar days of the receipt of a Notice of Violation or Citation. If the appeal period ends on a weekend or holiday, the time limit shall be extended to the next business day.

Matters relating to compliance with San Leandro Municipal Code and/or the San Leandro San Leandro Zoning Code are appealed to an Administrative Hearing Body for a fee of \$75. The Notice of Violation or Citation will not be enforced while a properly-filed appeal is pending.

APPELLANT INFORMATION (Please print)

Name(s): _____

Mailing Address, City, State, Zip: _____

Location of Property _____

Daytime Telephone Number(s): _____

Email Address: _____

APN: _____

An appeal is hereby submitted for the Notice of Violation or Citation issued in violation of:

San Leandro Municipal Code, Section(s): _____

San Leandro Zoning Code, Section(s): _____

Other: _____ Code, Section(s): _____

Name of Issuing Officer: _____

Date of Notice of Violation/Citation: _____

Case # _____

Reasons for Appeal (check all that apply):

Appellant is not the party responsible for committing the violation. There is no violation, as cited.

The amount of administrative penalty being imposed. Other _____

List all grounds relied upon in making this appeal, such as the facts set forth in the Notice of Violation or Citation and the amount of penalty being imposed; and the reasons why the Notice of Violation or Citation should be rescinded, modified, or set aside (attach additional sheets if more space is needed):

Signature: _____

Date: _____

Please return the completed form **with the \$75 fee (payable to the City of San Leandro)** to the City Clerk's Office at the address shown above. If the appellant is the applicant in matters relating to code compliance, direct costs for processing the appeal, which may include but are not limited to preparation of staff reports and meeting attendance, are charged in addition to the appeal fee.

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APPEAL APPLICATION

Filed timely Yes No

Received by _____

Appeal fee \$ _____ (attach copy of receipt)

HEARING

cc: Issuing Officer _____

City Clerk _____