



City of Rancho Cucamonga
10500 Civic Center Drive
Rancho Cucamonga, CA 91730
(909) 477-2700

Administrative Citation Appeal

Any responsible person to whom an Administrative Citation has been issued may appeal the citation by requesting a hearing. The appeal must be filed with the Office of the City Clerk within thirty (30) days of the date the citation was issued. A hearing will be scheduled and the appellant will be notified by mail of the date and time for the hearing with an independent hearing officer. Any person who fails to submit the necessary completed forms in a timely manner or fails to attend the hearing shall waive any further right to appeal.

To request a hearing, please either email this form to Records@CityofRC.us, drop off in person, or return by mail to Office of the City Clerk at City Hall, 10500 Civic Center Dr. Rancho Cucamonga, CA 91730. In addition to this form, the party requesting a hearing must deposit the full amount of the citation with the Finance Department or online at CitationProcessingCenter.com.

If financially unable to pay the deposit, the party may submit a Hardship Waiver Request along with this form.

The proof of deposit or an approved Hardship Waiver Request must be submitted to appeal any citation.

Administrative Citation Number: _____ Amount of Administrative Fine: \$_____

Issuing Officer: _____ Date of Issue: _____

Location of Violation: _____

Citation issued to (Name): _____

Citation appealed by: _____

Citation recipient as listed

Other party (Name): _____ Association: _____

Mailing Address _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Additional phone: _____

Reason(s) for appeal (Be specific and attach additional pages if necessary):

Appealed by: _____

Signature

Date