



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://mynevadacounty.com>

Steven L. DeCamp
Community Development Agency Director

Brian Foss, Interim Planning Director
Gregory Shaffer, Program Manager

REQUEST FOR CITATION REVIEW OR ADMINISTRATIVE HEARING

1. Name and Address of Property Owner:

2. Please **attach** a copy of the Citation.

3. Please indicate which type of review you are requesting:

Citation Review

This is an internal review of the Administrative Citation, performed by Planning Division Staff.
The Administrative Citation fine need not be paid prior to requesting this type of review.

Administrative Hearing

This review is performed by an outside Hearing Officer and a deposit of the citation fine must be paid, along with the \$150 hearing fee, at the time an Administrative Hearing is being requested (unless a Hardship Waiver is granted). It is not necessary to have a Citation Review before requesting this type of review process.

The deposit must be made in the form of a certified check or cash (not personal check, credit card, or money order). Sec. L-II 5.23. H.

Citation Amount	\$	_____
Fee for Administrative Hearing	\$	<u>150.00</u>
TOTAL	\$	_____

4. Please describe all reasons why you believe that on the date of citation issuance the violation(s) referenced in the citation did not constitute a violation(s) of Nevada County Codes. (Please attach additional sheets as needed)

5. A request for Citation Review must be made within **21 days** of the date of service of the Administrative Citation. A request for an Administrative Hearing must be received within **21 days from the** service of the Administrative Citation, or within **14 days from** the mailing of the notice of decision after the Citation Review . Requests for reviews should be mailed to the attention of the **Code Compliance Division**, at the address listed above.

SIGNATURE: _____

DATED: _____

FOR OFFICE USE ONLY:

Date of Citation: _____ Date Request Rec'd _____ Hearing Scheduled _____