

## INSTRUCTIONS: NOTICE OF APPEAL AND REQUEST FOR HEARING

As a cited party issued an administrative citation, you may appeal said citation by completing a written Department of Development Services Request for Hearing form, and returning the completed form to the Department of Development Services within thirty (30) calendar days from the date the Administrative Citation was served or deemed to have been served, together with a deposit in the total amount of the administrative fine plus any late charges.

An imposed levy may be appealed by completing a written Department of Development Services Request for Hearing form, and returning the completed form to the Department of Development Services within fifteen (15) calendar days from the date the Notice of Levy was served or deemed to have been served, together with a deposit in the total amount of the administrative fine, late charges, and levy.

Attach your deposit, made payable to "The City of Long Beach," to this form and return it to the Department of Development Services, Code Enforcement Bureau, located at 411 W Ocean Blvd, 4<sup>th</sup> Floor, Long Beach, CA 90802.

If this "Notice of Appeal and Request for Hearing" form and the advance deposit are properly filed, a hearing will be scheduled no sooner than 15 and no more than 30 calendar days from the date of your request. You will be notified of the time and place for the hearing at least 10 calendar days prior to the hearing date. Failure to appear at the hearing shall constitute a forfeiture of the deposit and a failure to exhaust administrative remedies.

At the conclusion of the hearing, a written decision shall be issued within fifteen (15) business days. The decision becomes final as of the date appearing on the written decision. You will be served by mail with a copy of the written decision.

If the appeal is denied, the City shall retain the entire deposit as payment in full of outstanding fines, late charges, and/or levies. If the appeal is granted, the City will refund the entire deposit, or that portion of a levy found to be unreasonably computed, within thirty (30) business days from the date of the final written decision.

Either the City or the Appellant aggrieved by the written decision may seek judicial review by filing a Petition with the Los Angeles Superior Court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4(b). Judicial review shall not be available unless all administrative remedies have been exhausted as provided in Long Beach Municipal Code Chapter 9.65.

For questions regarding the hearing process, please call (562) 570-CODE (2633).

*Sorry this is late - Had  
problems getting on website.*

*Thank You for your understanding*

## Notice of Administrative Citation Appeal and Request for Hearing

I, Theresa M. Vaughan, am requesting an Appeal Hearing regarding  
(Print Name of Cited Party/Appellant)

Administrative Citation Number CEAC273908, issued to me on 01/21/2021  
(Print Citation No.) (Print Date of Citation)

regarding property located at 8171 East Wardlow Road in the  
(Print Address where Violation Occurred)

City of Long Beach, state of California. It is my desire to contest this citation based on the  
following grounds: (check each appropriate box)

☐ I am not the responsible party for the cited violation(s) on the date the citation was issued.

☒ The cited violation(s) did not exist on the date the citation was issued.

I understand the hearing on appeal is limited to relevant evidence only as to those grounds  
indicated above. I declare under penalty of perjury that the foregoing is true and correct.

Theresa M. Vaughan, Manager

(Print Cited Party/ Appellant's Name)

RECEIVED  
CODE ENFORCEMENT

JAN 29 2021

(Appellant's Signature)

01/25/2021

(Print Today's Date)

8171 East Wardlow Road, LB CA 90808

(Print Cited Party/Appellant's Mailing Address)

562 594-4035

(Telephone Number)\* Required

Paxilgurl@aol.com

(Email)\* Required

To request this information in an alternative format or to request a reasonable accommodation, please contact the  
Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days  
is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

Print Form



**UNDERGROUND SALON**

8171 EAST WARDLOW ROAD  
LONG BEACH, CA 90808  
(562) 594-4035

7024

90-119/1222

DATE

1/21/2021

PAY  
TO THE  
ORDER OF

Department of Development Service \$100.00\*

DOLLARS

FARMERS & MERCHANTS BANK

NOT VALID AFTER 90 DAYS



FOR

CEAC 273908



HEAT SENSITIVE

007024 122201198 17 08533 0

