



County of San Diego, Planning & Development Services  
**REQUEST FOR HEARING TO CONTEST NOTICE  
 AND ORDER TO ASSESS CIVIL PENALTIES**  
 CODE COMPLIANCE DIVISION

Name (appellant): \_\_\_\_\_ Case #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Assessor Parcel No. \_\_\_\_\_

Address of Violation: \_\_\_\_\_

**A REQUEST FOR A HEARING TO CONTEST A NOTICE AND ORDER TO ASSESS CIVIL PENALTIES MUST BE RECEIVED WITHIN FOURTEEN (14) CALENDAR DAYS FROM THE DATE THE NOTICE WAS SERVED.**

**ONLY THE FOLLOWING ISSUES MAY BE CONTESTED:**

- 1) Whether the violation stated in the Order occurred
- 2) Whether the person charged is responsible for the violation
- 3) The dates when the violation occurred
- 4) Whether the amount assessed for the violation is reasonable

REASON(S) HEARING IS REQUESTED (attach separate sheet if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*You are entitled to have legal representation at the Hearing.*

- My attorney will not be present.  
 My attorney will be present. Attorney name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of witnesses to appear at the hearing on your behalf: \_\_\_\_\_

*I declare under penalty of perjury that the foregoing statement and information provided by me is correct.*

Signature (Appellant): \_\_\_\_\_ Date: \_\_\_\_\_

**If this request is not received in a timely manner, you have waived your right to contest these issues. You will be notified of time, date and location of the hearing by first class mail. Please mail this form and 2 sets of supporting documentation (photos, permits, witness testimony, etc.) to:**

**Planning & Development Services  
 5510 Overland Avenue, Suite 310  
 San Diego, CA 92123  
 ATTN: Code Compliance Division Chief**

For County Use Only	
Date Appeal Received: _____	Received By: _____
Received Via:    Mail    Personal Delivery    Other _____	

**5510 OVERLAND AVENUE SUITE 310, SAN DIEGO, CA 92123 • (858) 694-2705 • (855) 732-6332**

[WWW.SDCPDS.ORG](http://WWW.SDCPDS.ORG)