760 Mattie Road, Pismo Beach, CA 93449
(805) 773-4657 | PismoBeach.org

ADMINISTRATIVE CITATION APPEAL FORM

Please check all that apply. Visit www.pismobeach.org/municode to view Municipal Code Section 1.24 procedures and requirements.

☑ I, _____ , the recipient of an administrative citation for case number _____ , issued on the date of _____ for the property address _____ , have been provided with a copy of the appeal process found in the Municipal Code Section 1.24.100 et seq. along with the citation. *(required)*

☐ In accordance with Municipal Code Section 1.24.100 D., this appeal is being filed within ten (10) business days of the date of issuance of the administrative citation. *(required)*

☐ I would like to respectfully request to contest this administrative citation for the following reason(s) provided in Municipal Code Section 1.24.100 C. *(required - check all that apply)*

1. By denying the violation occurred ☐
2. By alleging the violation was corrected within the required correction period ☐
3. By establishing I was not the owner of the real property or business at the time the violation should have been corrected ☐

☐ I have attached an additional narrative, photographs, or other evidence that I wish to be considered in evaluation of this appeal. *(optional but recommended)*

INFORMATION SUCH AS APPEAL HEARING DATE CONFIRMATION WILL BE SENT TO THE EMAIL ADDRESS AND MAILING ADDRESS SHOWN BELOW. PLEASE PROVIDE RELIABLE CONTACT INFORMATION.

Print Name _____ Signature _____ Date _____

Email Address _____ Phone Number _____

Mailing Address _____

Submit signed appeal form by email to City Clerk Erica Inderlied at cityclerk@pismobeach.org

Appeal forms may also be submitted by mail or delivered in person to the Clerk's Office, City Hall, 760 Mattie Road, Pismo Beach, CA 93449. Late or incomplete appeals will not be accepted. *Per Municipal Code Section 1.24.100 D., an appeal shall be deemed filed on the date actually received by the City Clerk. Failure by the appellant to timely request an appeal shall be deemed a waiver of the right to appeal. The appellant shall be responsible for ensuring timely receipt of the appeal by the city clerk, regardless of the method of transmission of the appeal.*