

**CITY OF SOUTH GATE
DEPARTMENT OF COMMUNITY DEVELOPMENT
CODE ENFORCEMENT DIVISION**

Hardship Waiver

Pursuant to MMC §1.59.070(D), a request for an administrative hearing ("appeal") *must be accompanied by the entire amount of the fine* stated in the administrative citation ("advance deposit"). Failure to deposit a fine shall render a request for an administrative hearing incomplete and untimely.

A citee who wishes to contest/appeal the citation but is financially unable to deposit the entire amount of the fine may complete a "Request for Advance Deposit Hardship Waiver". ***This waiver does not relieve a citee from paying the entire amount of the fine for any uncontested citation or for any citation upheld on appeal.***

A request for an appeal is **not** required if you are only seeking a payment plan. Payment plans may be arranged at the Community Development Department, Code Enforcement Division located at South Gate City Hall, 8650 California Avenue, South Gate.

It is your burden to provide sufficient documentation to demonstrate your financial inability to deposit the entire fine amount. Documents suitable for consideration, may include, without limitation, accurate, complete and legible copies of state and federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records, income and expense records for twelve months preceding submittal of the waiver form; as well as other documentation demonstrating the Citee's financial hardship. Requests for advance deposit hardship will be denied if supporting documents are not submitted.

The City may, at a time chosen in its sole discretion and after a Citation is final or confirmed, destroy or discard the documents submitted by a Citee for a Hardship Waiver without prior notice to the Citee.

You will be advised of the City's decision regarding your request in writing. The City's decision is final. If your application for a waiver is denied, you must tender the entire amount of the fine as indicated on the citation within twenty (20) calendar days of the date of the City's decision. Your failure to timely tender the entire fine amount shall result in (i) a late charge being imposed; (ii) the request for an administrative hearing ("appeal") being rendered incomplete and untimely; and, (iii) the right to an administrative hearing ("appeal") shall be deemed waived and the administrative citation shall be deemed final.

I, _____ declare under penalty of perjury under the laws of the State of California that I am financially unable to deposit the administrative fine and hereby request an Advance Hardship Waiver Deposit in order to proceed with my appeal, and that my statement and any additional pages attached hereto are true, correct and complete.

Name of Applicant _____ Number of Pages Attached _____

Signature _____ Date _____

For Administrative Use Only

Date Submitted _____ Number of Pages Attached _____

ADVANCE DEPOSIT HARDSHIP WAIVER: GRANTED _____ DENIED _____

Reason(s) for City Decision on reverse side of this page.