



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
CODE COMPLIANCE**

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

Sean Powers
Community Development Agency Director

Jeff Merriman
Code Compliance Program Manager

REQUEST FOR CITATION REVIEW, NOTICE AND ORDER 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 the Community Development Agency Director. The Administrative Citation fine need not be paid prior to requesting this type of review.

Notice and Order Review
This is an internal review of a Notice and Order, performed by the Community Development Agency Director. There will not be a fee associated with 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 or Notice and Order 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 (If applicable)	\$ _____
Fee for Administrative Hearing	\$ <u>150.00</u> _____
TOTAL	\$ _____

4. Please describe all reasons why you believe that on the date of citation issuance or the posting of the notice and order, the violation(s) referenced in the citation or the notice 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 Notice Review must be made within **20 days** of the posting date. 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 OR Posting: _____ Date Request Rec'd _____ Hearing Scheduled _____