

ADMINISTRATIVE PENALTY APPEAL FORM

- Print clearly;
- Complete all sections;
- State specific reasons why you believe that this administrative penalty is not justified;
- Ensure that you are filing your appeal within 5 calendar days of the *Issuance Date*;
- Make sure that the administrative penalty is yours – you cannot appeal a citation issued to someone else;
- Email form to: communityimprovement@azusaca.gov;
- The *Citation Processing Center* will mail out a letter time and date of you appeal hearing;
- If the appeal is upheld, an appeal fee of \$85.00/hour, will be added to the fine amount.

Administrative Penalty Number(s): AZ- _____

Violation Address: _____

Specific Reason(s) for Appeal: _____

If you need more space attach a separate sheet of paper.

Name: _____

Current Address: _____

Phone: _____

Email Address: _____

I declare, under penalty of perjury, that the information on this form is true and correct.

Signature: _____ Date: _____