



CITY OF LA HABRA HEIGHTS

1245 N. Hacienda Road
La Habra Heights, CA 90631
(562) 694 - 8283
www.lhcity.org



RESERVED DATE STAMP

REQUEST FOR PRELIMINARY REVIEW

A cited person may request a preliminary review by filing a written request with the City of La Habra Heights at 1245 Hacienda Road, La Habra Heights CA 90631 within ten (10) calendar days of the date on the citation. The written request must be filed by letter or on a form that is available at City Hall during normal business hours or on the City's website: www.lhcity.org. The request for preliminary review shall include all information that the cited person describes the reviewing authority to consider. The preliminary review is neither a hearing nor an appeal; therefore anyone requesting a preliminary review is advised to file a request for an appeal hearing within the ten (10) calendar day deadline. A preliminary review decision will be based solely on materials submitted and on a review of the City's case file. A preliminary review may result in a dismissal of the violation, or a temporary suspension of the fine pending the outcome of the decision of the administrative appeal hearing. A person requesting a suspension of the fine bears the burden of presenting by substantial evidence, including a sworn affidavit, that they are unable to deposit the fine imposed by the Administrative Citation.

NAME: _____ EMAIL: _____
ADDRESS: _____ PHONE: _____
CITATION NUMBER: _____ DATE OF CITATION ISSUANCE: _____

BASIS FOR THIS REQUEST: (you may use additional sheets as necessary and attach any supporting documentation)

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____