



## REQUEST FOR ADMINISTRATIVE HEARING

**Palos Verdes Estates Police Department  
340 Palos Verdes Drive West  
Palos Verdes Estates CA 90274  
310-378-4211**

The Administrative Review has determined that the parking citation in question was issued correctly. In accordance with California Vehicle Code Sections 40200.7 and 40215, if you are still not satisfied with this determination, you may request an ADMINISTRATIVE HEARING within 21 days of the mailing date of the Results of the Administrative Review.

In order to request an Administrative Hearing, you must pay the full amount of the parking penalty and submit a written statement of the reason for contesting the parking violation. Please provide your written statement in the space provided on the attached sheet and use additional sheets if needed.

The ADMINISTRATIVE HEARING is your opportunity to provide defense against the facts presented on the violation and the result of the Administrative Review. You may bring written and/or photographic documentation and witnesses to the hearing. Materials submitted will not be returned.

The ADMINISTRATIVE HEARING is conducted by a "hearing officer" and is handled much like a court trial, however, the rules of evidence required in a court trial do not apply. The hearing officer does not "represent" the City, but rather "conducts" the hearing and renders decisions in accordance with the rules, regulations, and policies and procedures established by applicable laws.

The results of the ADMINISTRATIVE HEARING will be mailed to the address you have provided on the attached "written statement".

If you wish to schedule an ADMINISTRATIVE HEARING, the following day and time is available:

- The last Tuesday of each month (excepting holidays and schedule conflicts) at 1:00 PM in the Palos Verdes Estates City Hall Council Chambers located at 340 Palos Verdes Drive West, Palos Verdes Estates, California.
- If you do not wish, or cannot appear in person, the written statement of the reason for contesting the parking violation must be received by this Department one week prior to the scheduled date set for your ADMINISTRATIVE HEARING.
- The request for ADMINISTRATIVE HEARING written statement, and full penalty payment must be submitted to:

Palos Verdes Estates Police Department  
340 Palos Verdes Drive West  
Palos Verdes Estates, CA 90274  
Attention: Parking Administrator

