



**CITY OF DIXON
REQUEST FOR DEPOSIT WAIVER
FOR APPEAL OF ADMINISTRATIVE CITATION**

TO: THE FINANCE DIRECTOR OF THE CITY OF DIXON:

Name of Appellant: _____

Mailing Address: _____

Telephone No. _____

A. I have received an Administrative Citation, and wish to appeal the Administrative Citation. In order to appeal, I am required to either deposit the amount of the administrative fine or file a Request for Deposit Waiver approved by you, based upon my inability to deposit the amount of the administrative fine. I do not have the financial ability to make the required deposit. I therefore hereby request that you approve this Request for Deposit Waiver.

The information regarding the Administrative Citation that I received is as follows:

Citation No. _____

Date of Citation: _____

Section(s) alleged: _____ *please list each Dixon City Code section or sections and/or the Dixon Municipal Code section or sections alleged to have been violated as shown on the citation you received.*

Amount of deposit to be waived \$_____ *This amount should be the same as the amount of the proposed fine listed on the Administrative Citation.*

B. The basis for my request is as follows: *please state the facts that you believe demonstrate your current inability to deposit the amount of the proposed fine. It is your responsibility to demonstrate, to the satisfaction of the Finance Director, that you do not have the financial ability to deposit the proposed fine. If you need additional space, you may attach additional sheets. You may also attach any supporting documents or materials (such as tax returns or other financial data) that you believe are appropriate.*

I declare under penalty of perjury that the foregoing, and all information in the Request for Deposit Waiver, is true and correct. This Request for Deposit Waiver is execute on _____, 202__, and executed at Dixon, California.

Signature of Appellant: _____

NOTE TO APPELLANT: This request shall be filed with the Finance Director together with the request for hearing form, within thirty (30) calendar days from the date of the administrative citation. The Finance Director shall issue a written determination listing the reasons for his or her determination to issue or not issue the deposit waiver within fifteen (15) business days. The written determination of the Finance Director shall be final and shall be served upon the person who applied for the deposit waiver, the enforcement officer and the City Clerk. Failure to serve does not affect the validity of the determination. If the Finance Director determines that the deposit waiver is not warranted, the person shall remit the full amount of the fine as a deposit within ten (10) business days of mailing of the determination. Failure to deposit the full amount of the fine within the ten (10) business day period shall constitute an admission of the violation by the recipient and an admission that the amount of the administrative penalty is appropriate and may constitute a failure to exhaust administrative remedies barring judicial review.