

Phone:

Email:

City of Desert Hot Springs
Notice of Administrative Citation Appeal
11999 Palm Drive
Desert Hot Springs, CA 92240

RE: Administrative Citation #
issued by

Dated:

To whom it may concern:

I am sending or delivering this document with the City Clerk within 21 calendar days from the date of the service of the administrative citation. I inform the City that I am appealing the administrative citation.

1. I will not appear for a zoom meeting and wish to be heard in person. I will need 30 days to prepare for the hearing. I am trying to understand your confusing procedure DHSMC [4.24](#).
2. I ask that the live hearing be recorded and transcribed, that all persons in attendance be identified in the recording with full name, that the hearing officer place his name in the record, and that the recording is certified as true and correct by the hearing officer signed with his name and date, how it was transcribed, and what software was used. I request a personal copy.
3. **I request a fee waiver.** Please send me the documents necessary to obtain the waiver. Once my fee waiver is decided, please set the hearing at least 30 days out. I am available during the day or in the evening because I work to support my family, and or my children.

Regards,
