

## ADMINISTRATIVE HEARING REQUEST

ENF-3001-FORM

This form is to request an administrative hearing as authorized by Los Angeles Municipal Code (LAMC) Section 104.14. Please carefully follow these instructions to ensure your hearing request is timely received. Untimely or incomplete submissions of this form, any supporting documents, and/or payment of the appeal fee will result in rejection of your request. Please note that failure to timely request an administrative hearing shall constitute a failure to exhaust administrative remedies.

## **INSTRUCTIONS**

To file a request for an administrative hearing under LAMC Section 104.14, you must:

- 1. Complete and submit this Administrative Hearing Request Form and submit it, along with any supporting documentation by email to <a href="mailto:DCRAppeals@lacity.org">DCRAppeals@lacity.org</a> by no later than 11:59 P.M. (PST) on the 15th day after the matter being appealed was emailed to you by DCR. Please see LAMC Section 104.14(a) for a list of appealable matters. It is your responsibility to ensure all files are actually received by DCR before the deadline.
  - a. For appeals from a Notice of Suspension or Notice of Revocation: An appeal from a Notice of Suspension or Notice of Revocation must be filed within <u>5 days</u> of the date the Notice of Suspension or Notice of Revocation was sent by email. This Administrative Hearing Request Form must be submitted, and the required appeal fee paid, within the 5 day deadline.
- 2. Pay the required appeal fee, as specified in LAMC Section 104.19, to the Office of Finance by the date on the invoice. An invoice is attached to the decision issued by DCR. Payments by check, money order and credit card can be made to any open Office of Finance branch location. DCR does not accept or process fee payments. Please note that the Office of Finance has limited hours and requires an appointment three days in advance for cash payments over \$1,000. Cash payment appointment requests may be sent via email to <a href="mailto:finance.csd.appt@laclty.org">finance.csd.appt@laclty.org</a>.
- 3. If your appeal form and payment are both timely received, a hearing will be scheduled within the time required by LAMC Section 104.14.

## SECTION A: Business Premises Location: SECTION B: Administrative Hearing Requested (please make one selection): LICENSING: Denial of an application for License renewal. Date of denial letter: Determination of ineligibility under LAMC Sections 104.07 or 104.08. Date of ineligibility determination: COMPLIANCE: Issuance of a NOTICE OF VIOLATION. Notice No. ENF NOV

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities

□ Issuance of a NOTICE OF REVOCATION. Notice No. ENF NOR □ Issuance of a NOTICE OF ADMINISTRATIVE HOLD. Notice No. ENF	- NOVAH
	- NOVAH
SECTION C. Applicant/Licenses Information.	
SECTION C: Applicant/Licensee Information:	
Applicant or Licensee (Legal Business Entity):	
Contact Name: Phone No.:	
Contact Email:	
Are you filing this Administrative Hearing Request Form on your behalf or on behalf of a party, organization or company?	nother
□ Self □ 0 ther:	
SECTION D: Justification for Appeal:	
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ATTACHMENTS:	
□ Additional documents are not required but may be submitted to support your apare attaching additional documents, please check this box and include, on top of the page number, the name of the Licensee/Applicant, and the relevant Notice DCR record number for appeals related to a licensing action.	f each page:
LICENSEE OR APPLICANT'S AFFIDAVIT	
I certify that the statements contained in this document and any attachments or supporting are complete and true to the best of my knowledge. I understand that submission of false of information may result in denial of my appeal.	
Licensee / Applicant Name Signature Date	

Administrative Hearing Request