



ADMINISTRATIVE CITATION PROGRAM
REQUEST FOR INITIAL REVIEW

THIS FORM AND ANY ATTACHMENTS MUST BE RECEIVED NO LATER THAN FOURTEEN (14) CALENDAR DAYS FROM THE DATE THE CITATION WAS ISSUED.

Please Print or Type:

Citation Number Date Issued Lancaster Municipal Code Section(s)
(Please attach a copy of the citation if possible)

Name of Person Cited/Responsible Person Telephone Number Email Address

Mailing Address of Person Cited/Responsible Person City & State Zip Code

Please provide an explanation of why you believe the citation should not have been issued:

(Attach additional pages if needed and any documentary evidence that supports your explanation.)

If you are held liable for the citation and would like to request an Advance Deposit Fine Waiver to appeal the decision or an Ability-to-Pay Determination due to financial hardship, please submit a Financial Hardship Waiver Request. The Financial Hardship Waiver Request form and procedures can be found at the Public Safety Department, City Hall counter, or online at www.cityoflancasterca.gov/adcite.

Signature

Date

CONTINUED ON NEXT PAGE

Submit this form and any additional documents via hand delivery, mail, or email to:

City of Lancaster
c/o Administrative Citation Program
44933 Fern Avenue
Lancaster, CA 93534
adcite@cityoflancasterca.gov

You may also complete and submit the form online at www.cityoflancasterca.gov/adcite.

INITIAL REVIEW REQUESTS MUST BE RECEIVED NO LATER THAN FOURTEEN (14) CALENDAR DAYS FROM THE DATE THE CITATION WAS ISSUED. Make copies of your documents.

All documents filed with this form shall become property of the City and part of the case file.

Please contact the City Clerk's Office at (661) 723-6020 or at adcite@cityoflancasterca.gov if you require additional information about your citation or the Administrative Citation Program. The Administrative Citation Program Policies and Procedures can be found at www.cityoflancasterca.gov/adcite.

ADA ACCOMMODATIONS

The City does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities under Title II of the Americans with Disabilities Act (ADA).

If you require a reasonable accommodation due to a disability, please contact:

Meg Watkins
ADA Compliance Coordinator
City of Lancaster
(661)723-6187
ada@cityoflancasterca.gov.

Services such as larger print copies of the Initial Review form or assistance in completing the Initial Review form are available. Please make your request at least 72 hours prior to any deadlines.

LEGAL ASSISTANCE

The following resources may help you find an attorney to help with your citation:

Public Counsel – Consumer Rights and Economic Justice Project
610 S. Ardmore Ave.
Los Angeles, CA 90005
(213) 385-2977 ext. 700
<https://publiccounsel.org/services/debt-collection-foreclosure-fraud/>.

You may find more legal aid and non-profit agencies at <https://www.LawHelpCA.org>.