

Directions for Completing and Submitting Request for Hearing Form

- a. The Office of the County Hearing Officer (OCHO) is located within the Office of the County Executive. It oversees a centralized administrative hearing process that provides independent review of County public nuisance and code violation determinations and County-imposed fines and penalties. The OCHO provides independent Hearing Officers appointed to preside over hearings as authorized by County Ordinance Code Division A38.
- b. Complete the following sections:
 1. Requesting Party information: Complete the contact information for person requesting the hearing: name, address, phone number(s), fax number, and e-mail address.
 2. Decision information: Identify the issuing department, date of notice or decision, name of County enforcement officer, and the nature of the notice or decision and reason(s) for the hearing. Attach additional pages as needed.
 3. Legal representation (if any): Identify the attorney's name, firm, telephone number(s), and e-mail address.
 4. Declaration: Sign and date the declaration, and identify which County Ordinance Code the hearing request applies to.
 5. Fee Waiver / Reduction (A37 appeals only): Indicate whether you would like to request that the County consider waiving and/or reducing administrative fines. Identify a reason for the request, and describe the supporting facts or justification for the request. Attach additional pages as needed.
- c. Attach a copy of the Notice or Decision to the Request for Hearing Form
- d. Submit the Request for Hearing Form:
 1. Submit the Request for Hearing Form and any related attachments, either:
 - a. via email to: **hearing.officer@ceo.sccgov.org**
 - or,
 - b. by U.S. Mail, express/overnight mail, or by personal delivery to:
Office of the Clerk of the Board
70 W. Hedding Street, East Wing, 10th Floor
San Jose, CA 95110
 2. Questions: Any communications relating to the scheduling or conduct of an administrative hearing should be directed to hearing.officer@ceo.sccgov.org.

Request for Hearing

1. Requesting Party Information

Name(s) _____

Address _____

City/State/Zip _____

Telephone number(s) _____ FAX number _____

Email address _____

2. Decision Information (Attach copy of Notice/Decision)

Issuing Department _____ Date of Notice / Decision _____

Name of Enforcement Officer _____

Nature of Notice / Decision and Reason(s) for Hearing _____

3. Legal Representation (if any)

Attorney Name / Firm _____

Telephone number(s) _____ Email _____

This administrative hearing request applies to the following Ordinance(s):

- | | |
|---|---|
| <input type="checkbox"/> Administrative Violations, Fines, Penalties (Ord. Code Division A37) | <input type="checkbox"/> On-site Wastewater Treatment Systems (Ord. Code Division B11) |
| <input type="checkbox"/> Bingo (Ord. Code Division B3) | <input type="checkbox"/> Orders to Abate Graffiti (Ord. Code Division B27) |
| <input type="checkbox"/> Dances (Ord. Code Division B34) | <input type="checkbox"/> Pet Shops or Kennels (Ord. Code Division B31) |
| <input type="checkbox"/> Department of Environmental Health-Issued Permits (Ord. Code Division B11) | <input type="checkbox"/> Potentially Dangerous/Vicious Dog Determinations (Ord. Code Division B31) |
| <input type="checkbox"/> Enforcement of Public Health Orders (Urgency Ordinance No. NS-9.291) | <input type="checkbox"/> Seizure of Property for Tax Sale (Ord. Code Division A15) |
| <input type="checkbox"/> Entertainment Events and Circuses (Ord. Code Division B3) | <input type="checkbox"/> Single-use Carryout Bags (Ord. Code Division B11) |
| <input type="checkbox"/> Expanded Polystyrene Containers (Ord. Code Division B11) | <input type="checkbox"/> Social Host Responsibility (Ord. Code Division B13) |
| <input type="checkbox"/> Fireworks (Ord. Code Division A33) | <input type="checkbox"/> Special Events on County Roads (Ord. Code Division B3) |
| <input type="checkbox"/> Fortunetelling (Ord. Code Division B9) | <input type="checkbox"/> Temporary Off-Road Motor Vehicle Recreational Use (Ord. Code Division B12) |
| <input type="checkbox"/> Impoundment of Animals (Ord. Code Division B31) | <input type="checkbox"/> Tobacco Retailer Permits (Ord. Code Division B11) |
| <input type="checkbox"/> Massage Parlor Permits (Ord. Code Division B22) | |

FEE WAIVER / REDUCTION (A37 appeals only): I request that the County waive / reduce outstanding administrative fines, for the following reasons: **Financial Inability to Pay** **Other Reasons**

Supporting facts / justification _____

DECLARATION: I declare, under the penalty of perjury under the laws of California, that the information I have provided is true and correct to the best of my knowledge.

Signature: _____ **Date:** _____