**Administrative Citation Appeal Process Overview**

If you have been issued an administrative citation for violating any section(s) of the Roseville Municipal Code, you have the right to appeal the citation and request an appeal hearing by completing an Administrative Citation Appeal Form and returning it to the City Attorney’s Office within 30 days from the date of the citation notification letter pursuant to Roseville Municipal Code § 2.50.060.

You may complete and return the form in one of two ways: (1) complete and submit the form electronically or (2) download and complete a fillable form that can be mailed, emailed or personally delivered to the City Attorney’s office located at 311 Vernon Street, Roseville (95678). Once your request has been received, you will be notified of the scheduled hearing date, by mail, within 30 days of your submission date.

Appeal hearings are scheduled twice a month, on the 2nd Tuesday at 9:00 a.m. and the 4th Thursday at 3:00 p.m. Absent special circumstances, hearings are scheduled for a date that is not less than 15 days and not more than 90 days from the date that the appeal is initially filed, in accordance with Roseville Municipal Code § 2.50.080.

The City Attorney’s Office shall designate a panel for the appeal hearing that consists of two or three members from the Board of Appeals, which are volunteer Roseville residents that have been appointed by the City Council.

If you intend to file an appeal of your administrative citation, you are required to attend the appeal hearing. If your administrative citation was issued as a result of a complaining party, they will be notified by mail as well, and also required to attend the appeal hearing. If you choose not to file an appeal, the administrative citation will be upheld and you will be responsible for paying the associated fine(s).

At the appeal hearing, the party contesting the administrative citation (“Appellant”) shall be given the opportunity to testify and to present evidence concerning the administrative citation. The complaining party to an administrative citation (“Complainant”) shall also be given the opportunity to testify and to present evidence concerning the administrative citation. Both sides will also be allotted time for rebuttal testimony. After considering all of the testimony and evidence submitted at the hearing, the hearing panel shall issue a written decision to uphold or dismiss the administrative citation.

If the hearing panel determines that the citation should be upheld, the Appellant shall have 20 days from the date of notice of the hearing panel’s decision to pay the fine(s). If the hearing panel determines that the citation should be upheld but the fine waived in the interests of justice, no fine shall be due.

If the Appellant fails to appear for the hearing within 15 minutes after the hearing commences, the Appellant’s appeal will be automatically denied. If the Complainant fails to appear for the hearing within 15 minutes after the hearing commences, the Appellant’s appeal will be automatically granted. The decision of the hearing panel shall be final.

Any person aggrieved by an administrative decision of a hearing panel may seek review of the administrative decision by filing a petition for review with the Superior Court in Placer County in accordance with the timelines and provisions set forth in California Government Code Section 53069.4, as amended.