



## **ADMINISTRATIVE APPEAL**

The purpose of an administrative appeal hearing before the Appeals Board or Appeals Officer is to allow an appellant the opportunity to challenge a citation that was issued by the City for a Code (regulation) violation; to allow the City Staff to respond; and to provide the Board an opportunity to ask questions for clarification and understanding of the facts presented in order to make a sound judgement.

**Appeals Board:** The Appeals Board is a five (5) member board made up of Citizens of the City of Riverbank who also serve as Planning Commissioners. Board Members are appointed to their seats by the City Council. The Appeals Board strives to provide the public a fair public hearing and decision-making process on the final administrative review for appeals relating to a wide range of City determinations. By State law, a quorum of (3) Members must be present to conduct the hearing(s).

**When to File an Appeal Request:** A Citation Appeal Request form will only be accepted by the City if it is filed with the City Clerk within fifteen (15) calendar days of the date of the citation. Failure to meet this requirement is considered a surrender of your rights to appeal the citation and therefore stands as issued.

**Administrative Processing Fee:** A processing fee of \$25 must be paid at the time of filing of the citation appeals request form.

### **Notice of Appeal Hearing:**

- A hearing will be set for a date not less than (15) days and not more than (60) days from the date this form was filed. Contact the City Clerk (72) hours prior to the meeting for ADA accommodations.
- Notice of the appeal hearing shall be communicated to you via email, postal service, or special proof of delivery service.
- The appeals process will be conducted pursuant to the Riverbank Municipal Code.
- Appeal hearings are public hearings and any information presented including your name and address will become a public record.
- You are responsible for bringing your own language interpreter/translator if needed.
- Si usted necesita un traductor en español para la audiencia de su apelación, usted tendrá que hacer arreglos para traer alguien para asistirle.
- An agenda is posted (72) hours prior to the meeting at [www.riverbank.org](http://www.riverbank.org). Typically a staff report is also included at that time or soon thereafter.
- **Please note:** Failure to appear before the Appeals Board at your scheduled date and time, shall mean you have exhausted all administrative remedies and the citation stands as issued.

## **PRINT, SIGN, AND SUBMIT THIS COMPLETED FORM ALONG WITH A \$25 PAYMENT.**

(Checks should be made out to: "The City of Riverbank")

### **Hand-deliver or mail form to:**

City of Riverbank  
Office of the City Clerk  
6707 Third St., Suite A  
Riverbank, CA 95367

### **For questions on the appeal process:**

City Clerk at (209) 863-7198 or  
cityclerk@riverbank.org or  
Administration Dept. (209) 863-7122

**WATER CONSERVATION:** The City of Riverbank needs its residents and businesses to abide with water use regulations to meet State water conservation requirements.