



Request For Informal Review of Administrative Citation

Date: _____

Name (First and Last): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Email Address: _____

Citation Number: _____ Citation Date / Time: _____

Summary of Informal Review Request: _____

(Attach any supplemental documents or relevant paperwork to this form)

Applicant Signature

Date

----- **OFFICE USE ONLY** -----

| | |
|------------------------------|--|
| Citation#: _____ | |
| Intake Staff Initials: _____ | |
| City Clerk Review: _____ | |
| Hearing Date Set: Y / N | |
| If Yes, Date: _____ | |