



### Code Enforcement Administrative Fines & Fees Review Form

**INSTRUCTIONS**

1. Complete section A only.
2. Attach a copy of your Driver's License or valid ID.
3. Return this form to the **Citrus Heights Police Department, Code Enforcement Unit.**
4. Written/email notification of the disposition of your request will be mailed/emailed generally within 30 days from receipt of your Review Form

<b>SECTION A: REQUESTOR INFORMATION</b>	<b>Please print or type information</b>
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DATE OF REQUEST	CASE OR INVOICE NUMBER		
OWNER/RESIDENT NAME	PHONE #		
SITE ADDRESS	# STREET	CITY/TOWN	ZIP CODE
<b>OWNER/RESIDENT EMAIL ADDRESS</b>			
CUSTOMER # (IF AVAILABLE)	DISPUTED AMOUNT \$		

**BRIEF EXPLANATION OF REQUEST:**

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SIGNATURE	DATE
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**SECTION B: ADMINISTRATIVE REVIEW & RECOMMENDATION**

RECEIVED DATE: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_ ID # \_\_\_\_\_

SUPPORTING DOCUMENTATION:

\_\_\_\_\_

ADJUSTMENT/BILLED IN ERROR     WRITE OFF

RECOMMENDATION:  APPROVE     DENY (REASON) \_\_\_\_\_

**SECTION C: AUTHORIZATION & APPROVAL**

APPROVED                       DENIED

PROGRAM ASSISTANT: \_\_\_\_\_ Date: \_\_\_\_\_

SENIOR OFFICER/SERGEANT: \_\_\_\_\_ Date: \_\_\_\_\_

LIEUTENANT: \_\_\_\_\_ Date: \_\_\_\_\_