

This page is to be completed by County Staff ONLY upon receipt of the request for hearing.

APPELLANT: CITING PUBLIC AGENCY:	CITATION NUMBER:
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4. You have waived an oral hearing and elected to have the review conducted solely based on written materials.
CLOSE OF EVIDENCE DATE: _____
 For written determination, you have the right to submit documentary evidence and declarations. Any supporting materials you believe to be relevant must be sent to the Enforcement Officer of the Office of the County Manager at least five (5) days prior to the Close of Evidence date. The Enforcement Officer may submit any rebuttal evidence by the Close of Evidence Date.

5. **You have elected for an oral hearing. Hearing on this application will be held as follows:**

Date:	Time:	Location:
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If you choose an oral hearing, you must provide all documentary evidence and names of potential witnesses to the Enforcement Officer and the County Manager at least five (5) days prior to the Hearing Date.

Any materials not provided at least five (5) days before the hearing may be considered at the discretion of the dispute officer.

Documentary evidence must be mailed to:

County Manager's Office
 ATTN: County Hearing Officer
 400 County Center, 1st Floor
 Redwood City, CA 94063

CERTIFICATE OF MAILING BY CLERK

I certify that I am not a party to this action and that a true copy of the *Request for Hearing and Notice of Hearing Date or Close of Citation Date* was mailed, with postage fully prepaid, in a sealed envelope addressed as shown below, and that the request was mailed at (place): _____ on (date): _____

Date: _____ Clerk, by _____, Deputy

Appellant _____ Citing Agency _____



Request for Accommodations

Individuals who require special assistance or a disability related modification or accommodation to participate in this hearing should contact the County Manager's Office at (650) 363-4123 at least five (5) days before the hearing in order to make reasonable accommodations.