



## REQUEST FOR ZONING ADMINISTRATOR HEARING

(Show Cause in Opposition of Notice of Violation)

DATE: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

NOTICE OF VIOLATION ISSUANCE DATE: \_\_\_\_\_

DESCRIPTION OF VIOLATION:

### PROPERTY INFORMATION

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Block/Lot: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Leaseholder: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Representative: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### JUSTIFICATION FOR REQUEST

(Attach documents showing evidence that the Notice of Violation was issued in error. The evidence must include additional or new information since issuance of the Notice of Violation. *Please provide two copies of all materials.*)

## REQUESTOR'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. The undersigned is the owner or leaseholder or representative of the owner or leaseholder of this property.
- b. The information presented is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## APPEAL PROCESS

The Zoning Administrator shall render a Violation and Penalty Decision (VPD) within 30 days of the hearing and the responsible party may appeal the VPD to the Board of Appeals within 30 days from the date of such Decision. The Board of Appeals requires submittal of an Appeal Form and a non-refundable filing fee for the appeal. For detailed information on the appeal process and submittal requirements, please contact the Board of Appeals located at 49 South Van Ness Avenue, Suite 1475, San Francisco, CA 94103, telephone: 628.652.1150, email: [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), website: [www.sfgov.org/bdappeal](http://www.sfgov.org/bdappeal).

*Note: The Zoning Administrator may appoint a designee to preside over the Zoning Administrator Hearing. This hearing involves the presentation of facts and is considered informal in nature and does not require a legal counsel. However, you are welcome to bring your counsel or an authorized representative.*

For Department Use Only

Application received by Planning Department

By: \_\_\_\_\_

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