



CITY OF OAKLAND
Economic Workforce Development Department

SPECIAL ACTIVITY PERMITS

• 1 Frank H. Ogawa Plaza, 1st Floor

• Oakland, CA 94612

Special Activity Permit Division, Compliance Unit
Economic and Workforce Development Department

ADMINISTRATIVE APPEAL
DECLARATION OF PUBLIC NUISANCE
NUISANCE ACTIVITY
ADMINISTRATIVE PENALTY
NON-REFUNDABLE FILING FEE \$150.00*

PROPERTY

ADDRESS _____ [*9.5% Records Mgmt. Fee & 5.25% Technology Enhancement Fee]

COMPLAINT _____ STATION _____ CERTIFIED MAIL _____ DATE _____

[] PUBLIC NUISANCE -
SUBSTANDARD

[] UNSAFE OCCUPY

[] ADMINISTRATIVE PENALTY

[] IMMINENT HAZARD

PARCEL NO. _____

APPELLANT _____

PROPERTY
OWNER _____

ADDRESS _____

ADDRESS _____

CITY/STATE _____

CITY/STATE _____

TELEPHONE _____

TELEPHONE _____

EMAIL: _____

EMAIL: _____

CONDITIONS FOR FILING AN ADMINISTRATIVE APPEAL

THE MUNICIPAL CODE PROVIDES FOR ADMINISTRATIVE ADJUDICATION BY AN INDEPENDENT HEARING EXAMINER OF THE ENFORCEMENT ACTIONS INDICATED ABOVE FOR APPELLANTS HAVING RECORD TITLE INTEREST IN THE PROPERTY. AN APPEAL MUST BE SUBMITTED IN WRITING WITH A FILING FEE. IF THE APPEAL AND FEE ARE NOT RECEIVED BY OUR OFFICE WITHIN 14 CALENDAR DAYS OF THE MAILING DATE OF THE NOTIFICATION OF THE ENFORCEMENT ACTION, OR IF THE APPELLANT FAILS TO IDENTIFY FACTS WHICH SUPPORT A CONTENTION THAT THE CITY HAS ERRED OR ABUSED ITS DISCRETION, THE APPEAL WILL BE DENIED WITHOUT AN ADMINISTRATIVE HEARING. THE INITIAL REVIEW TO DETERMINE IF SUFFICIENT FACTS WERE STATED WILL BE CONDUCTED BY THE CITY'S ADMINISTRATIVE HEARING OFFICER (AHO). THE ONLY OTHER REDRESS AVAILABLE TO AN APPELLANT WILL BE JUDICIAL ACTION (CIVIL PROCEDURE 1094.6, etc.).

- ☐ BRIEFLY IDENTIFY YOUR LEGAL INTEREST IN THE BUILDING OR PROPERTY:
- ☐ BRIEFLY IDENTIFY WHICH OF THE ENFORCEMENT ACTIONS BY THE CITY YOU ARE APPEALING:
- ☐ BRIEFLY IDENTIFY HOW THE CITY HAS ERRED OR ABUSED ITS DISCRETION IN BRINGING THIS ACTION:
- ☐ BRIEFLY IDENTIFY HOW YOU WANT THE CITY TO RESOLVE YOUR APPEAL:

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION GIVEN HEREWITH IS IN ALL RESPECTS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPELLANT'S SIGNATURE

DATE

AGENT MUST PROVIDE NOTARIZED AUTHORIZATION