



CITY OF EASTVALE

12363 Limonite Avenue, Suite 910, Eastvale, CA 91752 • (951) 361-0900

• Fax: (951) 685-1225 • www.EastvaleCA.gov

APPLICATION FOR ADVANCE DEPOSIT HARDSHIP WAIVER

Name: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Citation Number(s): _____

If listing multiple citations, please include a separate page with all citation numbers you want applied to this waiver

1. Reason for Waiver Request:

If more room is needed, please include a separate page to this waiver

2. Employment:

Full Time Part Time Unemployed Disabled Student Militay Other

3. My Monthly income is \$ _____ and I have _____ dependants, including myself.

4. Attach any documents or information you would like considered in support of this application. Documents suitable for consideration may include, without limitation, accurate, complete legible copies of state and federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records, income and expense records for 12 months preceding submittal of the waiver form, as well as other documentation demonstrating the citee's financial hardship.

I declare under the penalty of perjury that the reasons and supporting documents are true and correct to the best of my knowledge.

Signature: _____

Printed name: _____ Date: _____

DELIVER OR MAIL THIS REQUEST TO THE EASTVALE CITY CLERK, 12363 LIMONITE AVE. STE. 910 EASTVALE, CA 91752

Sec. 8.17.080

(1) *Hardship waiver of advance deposit of fine.* A citee who is financially unable to deposit the administrative fine with his or her request for a hearing may complete a city-approved application form for an advance deposit hardship waiver (hereinafter, "hardship waiver"). This form and all required accompanying records shall be tendered, along with a request for a hearing, to the Office of the City Clerk or as otherwise set forth on the citation, within ten calendar days from the issuance date of the citation.

a. To be considered for a hardship waiver, the application form must be complete, signed, and must be accompanied by documents that enable the city to reasonably determine the citee's present inability to deposit the fine. Documents suitable for consideration, may include, without limitation, accurate, complete and legible copies of state and federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records, income and expense records for 12 months preceding submittal of the waiver form, as well as other documentation demonstrating the citee's financial hardship. The city may, at its sole discretion, request additional documents in order to determine a citee's financial ability to tender an advance deposit of the fine. Failure to submit sufficient evidence of a citee's financial inability to tender an advance deposit of the fine shall result in a denial of the hardship waiver.

b. Failure to submit a completed, signed hardship waiver form, along with sufficient records that support a claim of financial hardship, shall render any request for an administrative hearing incomplete and untimely. In this event, the citee shall have waived the right to a hearing and the citation shall be deemed final.

c. The city shall issue a written decision regarding the application for a hardship waiver. If the hardship waiver is denied, the written decision shall specify the reasons for not issuing the hardship waiver. All decisions for hardship waivers shall inform the citee of the manner and time in which to retrieve the documents submitted by the citee to the city in support of the hardship waiver application. This decision is final and non-appealable. The decision shall be served upon the person requesting the hardship waiver by first class mail to the address listed on the hardship waiver application.

1. The city shall retain all documents submitted by a citee to support an application for a hardship waiver for ten calendar days after the date of the written decision on the application, and if the documents are not recovered by the citee within said time, the city may, at any time thereafter, in its sole discretion and after a citation is final or confirmed, destroy or discard the supporting documents without any further notice to the citee.

2. Approval of a hardship waiver shall result in the city setting a hearing pursuant to section 8.17.100

3. If the city determines that the citee is not entitled to a hardship waiver, he or she shall tender the full amount of the administrative fine as set forth in the written decision on the hardship waiver within ten calendar days of the date the decision is deposited with the U.S. Postal Service. In the event the city clerk does not receive the full amount of the fine in the required period:

(i) The request for a hearing is rendered incomplete and untimely;

(ii) The citee shall have waived the right to a hearing and the citation shall be deemed final; and

(iii) A late penalty charge shall be imposed upon the administrative fine.