



ENVIRONMENTAL SERVICES
CITY OF PORTLAND
working for clean rivers



FOR OFFICE USE ONLY
Date Received _____

1120 SW 5th Avenue, Room 1000, Portland, OR 97204
FOR MORE INFORMATION: 503-823-7740

Administrative Review Hearing Request Form

The Administrative Review Hearing is an opportunity for you to present information and documentation regarding the circumstances of the below-referenced action(s) and to present your reason(s) for any reconsideration of the requirements and/or assessment of the civil penalty or charges by the Bureau. Be prepared to provide the Bureau with any written materials or documents on which you plan to rely and that you wish to be considered during the review.

Name: _____

Facility Name: _____

Facility Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Do you plan to submit written materials instead of attending in person? Yes No

Do you plan to have legal representation at the review hearing? Yes No

If you are planning to have legal representation at the review hearing, please complete the following information so the Bureau of Environmental Services can arrange to have its legal counsel present.

Attorney Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

REASON FOR REVIEW

Please describe why you are requesting a review hearing.

(If available, include details such as enforcement notice, invoice number or assessment information. Attach additional pages if you need more room.)

Signed: _____ Date: _____

The City of Portland complies with all non-discrimination laws including Title VI (Civil Rights) and Title II (ADA).

Please check here if you need to request a translation, accommodation or additional information, and someone will contact you at the telephone number you listed above.