



<b>FOR OFFICE USE ONLY</b>
Date Received

# Administrative Review 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.

The requestor must pay a fee prior to commencement of the Administrative Review and per the adopted Fee Schedule (<https://www.portlandoregon.gov/citycode/article/647184>). Include a check made out to the City of Portland. This money will be fully refunded if the review does not find for PBOT.

**Name:** \_\_\_\_\_

**Business You Represent:** \_\_\_\_\_

**Facility Name (Where Violation Occurred):** \_\_\_\_\_

**Facility 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.)*

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

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>

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.