



# SAN FRANCISCO PLANNING DEPARTMENT

## 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: \_\_\_\_\_

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

- See Reverse for Appeal Process -

## 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 15 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 1650 Mission Street, Room 304, San Francisco, CA 94103, telephone: (415) 575-6880, 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.*