



CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA ▪ SUITE 2340 ▪ OAKLAND, CALIFORNIA 94612-2031

Planning and Building Department

(510) 238-3452

Bureau of Building

FAX: (510) 238-3807

www.oaklandnet.com

TDD: (510) 238-3254

BILLING APPEAL FORM

Instructions

If you have been charged fees related to Code Enforcement or Zoning violations, you have the right to appeal those charges. Please read the description of the appeal below and complete this form and mail it (along with supporting documentation to the Bureau of Building, at 250 Frank Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Appeal forms must be received within 30 days of the date of mailing the notification that a fee has been charged. For questions call: 510-238-3452

Submittal Date:

Property Address:

Complaint No.

APN

Owner Name
(Appellant)

Mailing Address:

Contact Number:

Email Address:

Name of Representative/Attorney (if any):

Representative's Mailing Address:
Email/Phone number

AGENT MUST PROVIDE NOTARIZED AUTHORIZATION

Appeal

It is the responsibility of the property owner to maintain their property in accordance with the Oakland Municipal Code (OMC 8.24, 15.08 and Title 17). Once an inspection and verification of violations has occurred, fees may be assessed, a lien recorded and if no payment is received all fees may be transferred to the property tax.

Below is a description of the Billing Appeal. Please submit a written explanation of why you are appealing.

Billing Appeal

You may submit this form to appeal assessed fees, liens and citations. You may have the opportunity to explain to an independent hearing officer why you believe the City erred in assessing fees or liens on your property. You **must** submit this form along with a written explanation of the reason you are filing a Billing Appeal. The hearing will be scheduled within **120 days** from the date of your appeal submittal. A **filing fee in the amount of \$110.00* is required at the time of submittal**. If your appeal is denied you will pay invoiced fees and liens and Administrative Costs as described below:

Processing Fee: \$931.00*
Conduct Appeals Hearing: \$150.00 an hour (Actual Cost)
Reschedule Hearing: \$329.00*

*Fee includes 9.5% Records Management Fee and 5.25% Technology Enhancement Fee

Owner Responsibilities:

- 1. You may file a billing appeal within **thirty (30) days from the date of the City's** mailing a notification that a fee has been charged.
- 2. You must be prepared to explain why you believe the fees or liens should not be assessed
- 3. If you are filing an appeal after the **thirty day deadline** you must explain why your appeal is past the deadline and should still be considered. Failure to adequately explain you failure to timely file you appeal may result in your appeal being summarily dismissed without a hearing.

You may use this form to write your explanation or attach additional pages as necessary.

Owner Name/Representative (Print)	Date	Owner Name /Representative (Print)	Date

Signature

Office Use Only

Receive Date: _____ **Administrative Reviewer:** _____

Administrative Determination: Approved Refund required: Yes No If yes, \$ _____

Administrative Determination: Denied Hearing to be scheduled within 120 days

Hearing Officer Decision: Approved Partial Approval – Refund required: Yes No If yes, \$ _____

Hearing Officer Decision: Denied **Date of Final Decision:** _____

Owner notice mailed: _____ **Date Contacted by Phone** _____ **Inspector** _____