



Administrative Hearing Payment Waiver Guidelines

The California Vehicle Code (CVC) Section 40215(b) establishes that a person requesting an administrative hearing shall deposit the amount of the parking penalty with the processing agency. The issuing agency shall provide a written procedure to allow a person to request an administrative hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due.

The City of Huntington Beach adheres to the Housing and Urban Development (HUD) income limits for very low income for the Orange County area to determine a person's inability to pay. The income limits are updated annually (in March) by HUD and are listed below for 2013.

	2013 HUD Table
# of Persons in Household	Income Level
1	\$32,050
2	\$36,600
3	\$41,200
4	\$45,750
5	\$49,450
6	\$53,100
7	\$56,750
8	\$60,400

The following information is required in order to process administrative hearing payment waiver requests. Failure to submit requested information will result in the denial of the payment waiver request.

1. You must complete the Administrative Hearing Payment Waiver Request Form (see reverse). This form may also be obtained by calling 714-536-5663, online at www.pticket.com and www.surfcity-hb.org.
2. Include your most current IRS tax filing or copy of disability, social security, or welfare payment stubs, etc. to support employment and income declarations.

The completed payment waiver form and all supporting documentation must be mailed to the address below:

City of Huntington Beach
PO Box 3646
Tustin, CA 92781-3646

For questions, please call:
Huntington Beach Police Department, Traffic Bureau
714-536-5663

Monday – Thursday, 8am-5pm