



City of Hughson
Finance Department
7018 Pine Street/PO Box 9
Hughson, Ca 95326

Department Use Only	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Initial & Date:	

ADVANCE DEPOSIT HARDSHIP WAIVER APPLICATION

For the City of Hughson to properly evaluate, process, and issue a Financial Hardship Waiver this Form must be filled out completely. Your application will be returned to you if there is any missing information. Please write N/A if the information being requested does not apply.

Hughson Municipal Code (HMC) Section 1.17.290 Advance deposit hardship waiver.

- A. Any party who intends to request a review of the administrative citation to contest the citation and who is financially unable to make the advance deposit of the imposed fine (s) as required in HMC [1.17.280](#) may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the finance department on an advance deposit hardship waiver application form, available from the finance department, along with the request for administrative citation review request form.
- C. The requirement of depositing the full amount of the fine as described in HMC [1.17.280](#) shall be stayed unless or until the finance department makes a determination not to issue the advance deposit hardship waiver.
- D. The finance director, or his or her designee, may waive the requirement of an advance deposit required by HMC [1.17.280](#) and issue the advance deposit hardship waiver only if the cited party submits to the finance director a sworn statement, together with any supporting documents or materials, demonstrating to the satisfaction of the finance director the party's actual financial inability to deposit with the city the full amount of the fine in advance of the review.
- E. If the finance director declines to issue an advance deposit hardship waiver, the party shall remit the deposit to the city within 15 days of the date of that decision or 30 days from the date of the administrative citation, whichever is later.
- F. The finance director shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the finance director shall be final.
- G. The written determination of the finance director shall be served upon the person who applied for the advance deposit hardship waiver in the manner prescribed by HMC [1.17.090](#). (Ord. 08-08 § 1, 2008; Ord. 06-11 § 1, 2006. Formerly 1.17.140)

General Information:

Applicant Name: _____ **Date:** _____

Mailing Address: _____ **City/State/Zip:** _____

Phone Number: _____ **Email Address:** _____

Type of Hardship: (Although this list includes indicators of possible hardship, each customer will be treated in accordance with their individual circumstances on a case-by-case basis.)

- | | | |
|--|--|---|
| <input type="checkbox"/> Loss of Employment/Income | <input type="checkbox"/> Family Disruption | <input type="checkbox"/> Natural Disaster |
| <input type="checkbox"/> Close Family Death | <input type="checkbox"/> Illness | <input type="checkbox"/> Other |

***YOU MUST PROVIDE DOCUMENTATION THAT PROVIDES PROOF OF YOUR HARDSHIP**

Reason for Application:
