



**Request for Administrative Hearing
Regarding Delinquent Solid Waste (Recycling, Organics & Garbage) Bill**
(For filing location and instructions, please see the reverse side of this form)

Name of Property Owner: _____ Email: _____
Telephone number: (_____) _____ Customer Account: _____
Mailing Address (Street or PO Box): _____
City: _____ State: _____ Zip: _____
Property Address, if different from Mailing Address: _____
Name of Tenant, if different from Property Owner: _____

Please indicate below your reason for requesting a hearing. Your request for a hearing must be supported by the documents listed below. Please include applicable documents supporting your claim with your request form in order for them to be included in the Board of Directors' agenda packet for the July 2, 2024 Administrative Hearing.

- Delinquent solid waste bill has been paid.
 - Property owner shall provide a canceled check or record of payment issued on a valid credit card.

- You were not the owner of the property during the effective date of the delinquent bill.
 - Property owner shall provide a closing statement from an escrow company or copy of a grant deed to show the date that the property was acquired.

Requests without the above-listed documents will not be processed. Please ensure that you keep copies for your records of documentation attached to your request.

Signature of Property Owner: _____ **Date:** _____

Signature certifies that, under penalty of perjury under the laws of the State of California, the information supplied on this form is true and correct. Signature authorizes CVSan to leave a voice message and/or email message at the telephone number and/or email address listed above regarding details of the Administrative Hearing.

OFFICE USE ONLY

Received by: _____ Claimant Notified by Phone: _____ Date: _____

Request for Administrative Hearing

A request for an Administrative Hearing must be filed by **2:00 p.m., Wednesday, May 1, 2024** or the right to protest/object the delinquent charges will be considered waived. The completed form and applicable documents must be submitted to Castro Valley Sanitary District, 21040 Marshall Street, Castro Valley, CA 94546. Requestors will be notified by phone about details of the Administrative Hearing by June 6, 2024.

Documents must be mailed to CVSan, hand-delivered, or dropped through the mail slot by the front door at 21040 Marshall Street, Castro Valley, CA 94546 by the filing deadline. It is the requestor's responsibility to ensure that documents are delivered by the deadline. CVSan encourages requestors to submit their documents as early as possible.

General Information

Hearings will be held with the CVSan Board of Directors at a Regular Meeting of the Board on July 2, 2024 at 6:30 p.m. Requestors will be notified by phone about details of the Administrative Hearing by June 6, 2024. There are no 'drop in' sessions. All hearings will be held at Castro Valley Sanitary District, 21040 Marshall Street, Castro Valley, CA 94546. It is up to the claimant to determine what documentation or assistance will be of help to them in presenting their case. The Board of Directors will conduct hearings per Resolution No. 3431 setting Administrative Hearing guidelines, and a copy of the Resolution will be provided by email to requestors.

If you **were not the owner of the property** during the effective date of the delinquent bill and do not submit a request for an Administrative Hearing by the deadline indicated above, your right to protest/object the delinquent charges will be considered waived. The amount to be assessed on the Alameda County property tax roll for 2024/25 will include all delinquent charges as of April 30th of this year and an administrative fee of \$50.00.

The Board of Directors may order the investigation of any protest or objection made at the Administrative Hearing and may make any such revisions, corrections, or modifications to the report as deemed necessary prior to acting upon its confirmation. Once said report has been confirmed, the delinquent charges and administrative fees as specified in CVSan Code Article V, Chapter 6 shall be assessed upon the property and shall constitute a special assessment against the same. To view CVSan Code Article V, Chapter 6, visit cvsan.org/Rates.