



Tribal Planning Department  
5401 Dinah Shore Drive  
Palm Springs, CA 92264  
(760) 699-6800

## ADVANCED DEPOSIT HARDSHIP WAIVER APPLICATION FORM

**THIS FORM AND ANY REQUIRED ACCOMPANYING RECORDS SHALL BE TENDERED, ALONG WITH A REQUEST FOR A HEARING, TO THE TRIBAL PLANNING DEPARTMENT, WITHIN TWENTY (20) CALENDAR DAYS FROM THE ISSUANCE DATE OF A CITATION.**

- I am applying for myself  
 I am applying on behalf of the responsible party

<b>Name of Requestor:</b>		
<b>Administrative Citation Number:</b>	<b>Administrative Citation Date:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone Number:</b>	<b>Email:</b>	

Administrative Citation Ordinance 1.10.080(e): A citee who is financially unable to deposit the administrative fine with his request for a hearing may complete a Tribal approved application form for an advance deposit hardship waiver. This form and all required accompanying records shall be tendered, along with a request for a hearing, to the Tribal Planning Department, within twenty (20) days from the issuance date of a citation.

I am unable to pay the advance deposit for the following reasons:

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My monthly income is \$ \_\_\_\_\_ and I have \_\_\_\_\_ dependents, including myself.

**I declare under penalty of perjury that the foregoing statement and information provided by me are true and correct.**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_



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Administrative Citation Ordinance 1.10.080 (f): To be considered for a hardship waiver, the application form must be complete, signed, and accompanied by documents that enable the Tribe to reasonably determine the citee's present inability to deposit the fine.

For more information on supporting documents, please see page 3 or visit our web.

[https://library.municode.com/tribes\\_and\\_tribal\\_nations/agua\\_caliente\\_band\\_of\\_cahuilla\\_indians/codes/code\\_of\\_ordinances](https://library.municode.com/tribes_and_tribal_nations/agua_caliente_band_of_cahuilla_indians/codes/code_of_ordinances)

Supporting Documents Include (*check all that apply*):

- Federal Income Tax Returns
  - Financial Statements
  - Loan Applications
  - Bank Account Records
  - Income and Expense Records for (12) Months
  - Other
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**Submit the completed form, a copy of the administrative citation, and supporting income documentation online or:**

- 1) In person at the Agua Caliente Band of Cahuilla Indians  
Tribal Administration Plaza  
Tribal Planning Department  
5401 Dinah Shore Drive  
Palm Springs, CA 92264  
Monday through Friday, from 8:00 am to 4:30 pm
- 2) Mail to:  
Agua Caliente Band of Cahuilla Indians  
Attn: Chief Planning Officer  
5401 Dinah Shore Drive  
Palm Springs, CA 92264

*\*Consider mailing options to ensure timely submission*



## ADVANCED DEPOSIT HARDSHIP WAIVER APPLICATION FORM

### 1.10.080. Waiver Advance Deposit of Fine

- (e) A citee who is financially unable to deposit the administrative fine with his request for a hearing may complete a Tribal approved application form for an advance deposit hardship waiver. This form and all required accompanying records shall be tendered, along with a request for a hearing, to the Tribal Planning Department, within twenty (20) calendar days from the issuance date of a citation.
- (f) To be considered for a hardship waiver, the application form must be complete, signed, and accompanied by documents that enable the Tribe to reasonably determine the citee's present inability to deposit the fine. Documents suitable for consideration may include, without limitation, accurate, complete, and legible copies of state and federal income tax returns and all schedules for the preceding tax year, financial statements, loan applications, bank account records, income and expense records for twelve (12) months preceding submittal of the waiver form, as well as other documentation demonstrating the citee's financial hardship. The Tribe may, at its sole discretion, request additional documents in order to determine a citee's financial ability to tender an advance deposit of the fine. Failure to submit sufficient evidence of a citee's financial inability to tender an advance deposit of the fine shall result in a denial of the hardship waiver. The Tribe may, at a time chosen in its sole discretion and after a citation is final or confirmed, destroy or discard the documents submitted by a citee for a hardship waiver without prior notice to the citee.
- (g) Failure to submit a completed and signed hardship waiver form, along with sufficient records that support a claim of financial hardship, shall render the request for hearing incomplete and untimely.
- (h) The Chief Planning Officer, or his designee, shall issue a written decision regarding the application for a hardship waiver. If the hardship waiver is denied, the written decision shall specify the reasons for not issuing the hardship waiver. This decision is final and non-appealable. The decision shall be served upon the person requesting the hardship waiver by certified mail return receipt.
1. Approval of a hardship waiver shall result in the Tribe setting a hearing pursuant to section 1.10.090.
  2. If the Tribe determines that the citee is not entitled to a hardship waiver, the citee shall tender the full amount of the administrative fine to the Tribal Planning Department within twenty (20) calendar days of the date the decision is deposited with the United States Postal Service. In the event the Tribal Planning Department does not receive the full amount of the fine in the required period (i) the request for a hearing is rendered incomplete and untimely; (ii) the citee shall have waived the right to a hearing and the citation shall be deemed final, and (iii) a late penalty charge shall be imposed upon the administrative fine.
- (i) A timely request for a hearing shall not excuse a citee from the duty to immediately abate a violation, nor from any other responsibility or legal consequences for a continuation or repeated occurrence(s) of a violation.