

RULE 504 **Basic Requirements for Petitions** - Adopted 4/18/72, Amended 8/31/76,
11/09/95

I. Petition Contents

Each petition shall state:

- A. Name, address and telephone number of petitioner, or other person authorized to receive service of notices.
- B. Whether the petitioner is an individual, co-partner, corporation or other entity, names and addresses of partners if a co-partnership, names and addresses of officers if a corporation, and names and addresses of persons in control, if other entity.
- C. Type of business or activity involved in the petition and street address at which it is conducted.
- D. Brief description of the article, machine, equipment or other contrivance, if any involved in the petition.
- E. Section or Rule under which the petition is filed; that is, whether petitioner desires a hearing:
 - 1. To determine whether a permit shall be revoked, or a suspended permit reinstated under Section 42307 of the Health and Safety Code of the State of California;
 - 2. For a variance pursuant to Section 42350 of the California Health and Safety Code;
 - 3. To revoke or modify a variance under Section 42356 of the California Health and Safety Code; or
 - 4. To review the denial or issuance of an Authority to Construct or Permit to Operate, including conditional granting of such permits, issued pursuant to Rule 201 of these Rules and Regulations.
- F. Each petition for revocation of a permit shall allege the Rule under which such permit was granted, the Rule or Section which is alleged to have been violated, and include a brief statement of the facts constituting such alleged violation.
- G. Each petition for reinstatement of a suspended permit shall allege the Rule under which the permit was granted, the request and alleged refusal which formed the basis for such suspension, and include a brief statement as to why information requested, if any, was not furnished, whether such information is believed by petitioner to be pertinent, and if so, when it will be furnished.

II. Petition Certification

Each petition shall be signed by the petitioner, or by some person on his behalf. If the person signing is not the petitioner, he shall set forth his authority to sign.

III. Petition Format

Each petition shall be submitted using the District's standard Petition for Hearing form.

IV. Small Business Assistance

Pursuant to California Health & Safety Code, Section 42350.5, a small business shall, upon request, receive assistance from District personnel in completing a petition for a variance and in preparing a compliance schedule.