



REQUEST FOR HEARING APPEALING AN ADMINISTRATIVE CITATION

Today's date: _____

Name: _____

Address: _____

Phone: _____

Fax: _____

Alt.: _____

Reason for Request/basis for your appeal (attach additional sheets if necessary): _____

Citation Number: _____

Case Number: _____

Date of Citation: _____

Location of Violation: _____

Amount of fine must be submitted with Request for Hearing.

Amount Paid: \$ _____

Paid by: Online/Phone (see instructions)

Check/Money Order

Signature

Date

WARNING! Your completed request must be received within fifteen (15) calendar days from the issuance date of the citation. (SJC MC § 1-7.080)



Administrative Citation Appeals

ADMINISTRATIVE CITATIONS

The San Juan Capistrano Municipal Code provides for the issuance of Administrative Citations as an effective and efficient response to Municipal Code violations. Under most circumstances, a party is issued a pre-citation courtesy notice, which allows the responsible party to voluntarily correct a violation without penalty.

The City may, however, issue an Administrative Citation without a courtesy notice if the violation is transient in nature, presents an immediate danger to health or safety, is otherwise a serious or substantial detriment to public welfare, or when the responsible party is a chronic or repeat offender of the Code.

Under the City's Administrative Citation program, a responsible party may appeal the issuance of an Administrative Citation.

WHEN YOU MAY FILE AN APPEAL

The responsible party receiving an Administrative Citation may appeal the citation within fifteen (15) calendar days from the issuance date of the citation by filing a written request for hearing. In order to appeal, a deposit of the total amount of the fine listed on the citation must be paid before the expiration of the appeal period. If the appeal and deposit are not received within the required period, the right to a hearing is waived and the citation and fine will be deemed final.

FILING YOUR APPEAL AND DEPOSIT OF FINE

You may mail your appeal along with deposit of the full amount of the fine to:

**City of San Juan Capistrano
c/o Citation Processing Center
P.O. Box 7275
Newport Beach, CA 92658-7275**

A check or money order should be made payable to the City of San Juan Capistrano. You may also pay by credit card online at www.citationinfo.com or by calling (800) 969-6158. Alternatively, you may file your appeal at the City Clerk's Office.

Failure to properly file a written appeal and deposit the full amount of the fine within the above-stated fifteen (15) day period will render a request for an administrative hearing incomplete and untimely and constitute a failure to exhaust administrative remedies.

APPEAL HEARING

An appeal will result in an administrative hearing. You will be notified of the date, time, and location of the hearing by certified mail within sixty (60) days of the City's receipt of a timely request for appeal.