

ISSUING DEPARTMENT: Permit Sonoma <input type="checkbox"/> <b>ADMINISTRATIVE CITATION</b> <input type="checkbox"/> <b>CORRECTION NOTICE</b>		<b>CITE #</b>	
Date of Violation	Location of Violation	VCM —	
Cited Party(s) Name(s) (First, Middle, Last)			
Cited Party(s) Mailing Address			
City	State	ZIP	
Drivers License #	State	ZIP	
Description of Violation(s) (May Include Corrective Instructions):			
Sonoma County Code (SCC) Section(s)	1st \$100	2nd \$200	3rd \$500
<input type="checkbox"/> SCC Chapter 26 Section 26-92-200 (a) Zoning Use Without Permit			Building (fill in 5)* <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd
<input type="checkbox"/> SCC Chapter 15 Section 15-8 Encroachment Work Without Permit			
<input type="checkbox"/> SCC Chapter 26 Section 26c-232 (b) Work Conducted in the Riparian Corridor			
<input type="checkbox"/> SCC Chapter 11A Section 11A-7 Stormwater: Unlawful Discharge			
<input type="checkbox"/> SCC Chapter 7 Section 7-5 Construction Without Permit			
<input type="checkbox"/> SCC Chapter 11 Section 11.04.010 Grading Without Permit			
<input type="checkbox"/> SCC Chapter 11 Section 11.06.010 Drainage Alteration Without Permit			
<input type="checkbox"/> SCC Chapter 26 Section 26-88-120 (g) 4. c. Vacation Rental Standards Vio.			
<input type="checkbox"/> Other:			
<b>TOTAL FINE:</b>			
* Amount of fine for a building or safety ordinance shall be up to \$100/\$500/\$1000-SCC 1-7.6(f)(1). Continuation or repetition of the violation(s) noted above is Prohibited. Any corrective actions to abate the violation(s) must comply with all requirements of Sonoma County Code.			
<b>Correction Date:</b>			
Violation(s) shall be corrected before 12:00 AM on _____, or (additional) administrative citations may be issued and/or additional enforcement actions taken to achieve compliance. Notify Permit Sonoma that the violation has been corrected.			
_____	_____	707-565-_____	_____
Date	Issuing Inspector (print)	Phone	
If you have any questions related to this citation/notice, contact the Permit Sonoma Issuing Inspector at the above telephone number.			
***SEE IMPORTANT INFORMATION ON PAYMENT AND YOUR RIGHT TO APPEAL ON REVERSE SIDE***			
White Copy (Retain) - Yellow Copy (Mail) - Pink Copy (Issue to Cited Party)			V1-19

**IMPORTANT – READ CAREFULLY**

Issuing Department: County of Sonoma Permit and Resources Management Department (“Permit Sonoma”)  
Permit Sonoma: 2550 Ventura Ave. Santa Rosa, CA 95403 Website: [www.sonomacounty.ca.gov/Permit-Sonoma/](http://www.sonomacounty.ca.gov/Permit-Sonoma/)

Pursuant to Sonoma County Code Section 1-7.6 and Government Code Section 53069.4:

**CORRECTION NOTICE:** If the “Correction Notice” box is checked, this is a warning that you are in violation of the Sonoma County Code (SCC), but there is no fine due at this time. However, if you fail to correct each violation(s) noted by the specified date on the notice, the County may issue an Administrative Citation to you imposing a fine and/or pursue other enforcement actions which will result in further fines or penalties.

**ADMINISTRATIVE CITATION:** If the “Administrative Citation” box is checked, you have received an Administrative Citation and you must follow all directions on the Citation, and either:

- 1) Appeal this Administrative Citation by filing a written request to appeal as described below, or
- 2) Correct or stop each violation(s), by the date indicated on the Administrative Citation AND pay the Total Fine noted within thirty (30) days from the Date of Service.

**DATE OF SERVICE:** The date of service of this document is the *earliest* of any of the following: (1) date of personal service; or (2) date of verified receipt of certified mail; or (3) three (3) calendar days following deposit in the first class mail. Failure to receive or accept a properly addressed service shall not affect the validity of any proceeding.

**IF VIOLATION IS NOT CORRECTED:** If each violation(s) is not completely corrected by the Correction Date or is repeated, you may be issued a new Administrative Citation every day the violation(s) remains and/or additional enforcement actions may be taken against you, including recordation of the Administrative Citation against the title to the subject real property with the Sonoma County Recorder’s Office.

**PAYMENT:** The Total Fine shall be paid to [www.paymycite.com/sonomacounty](http://www.paymycite.com/sonomacounty) OR call 1-888-207-5718 OR mail to County of Sonoma (Administrative) c/o Citation Processing Center P.O. Box 11370 Santa Ana, CA 92711. *The Citation Number must be written on your payment.*

**PAYMENT OF THE TOTAL FINE DOES NOT RELIEVE YOUR RESPONSIBILITY FOR CORRECTING AND/OR ABATING EACH VIOLATION(S) OR DISCONTINUING THE ACTIVITY THAT RESULTED IN THIS CITATION, OR RELIEVE YOUR RESPONSIBILITY TO NOTIFY PERMIT SONOMA THAT THE VIOLATION HAS BEEN CORRECTED.**

**Non-Payment of Total Fine:** Failure to pay the Total Fine within 30 days from the Date of Service, unless an appeal is requested, may result in additional fines and charges including, but not limited to, late charges, interest, collection costs, and attorney fees. Sonoma County and Permit Sonoma may pursue any remedy authorized by law to collect the Total Fine if not paid in a timely manner.

**RIGHT TO APPEAL THE CITATION:** You may appeal the Administrative Citation by requesting an administrative hearing. Any request must be made in writing within thirty (30) days from the Date of Service. **A Request to Appeal form can be found at [www.permitsonoma.org/code/appeal](http://www.permitsonoma.org/code/appeal).** An appeal must contain: a brief statement of the material facts the appealing party believes supports the contention that no violation exists, or that the fine should not be imposed, or that a fine of a different amount is warranted; an address at which the appealing party agrees to receive, by first-class mail, notices of proceedings and/or a Decision from the Administrative Hearing Officer; and the signature of the appealing party under penalty of perjury. **INCOMPLETE OR UNTIMELY REQUESTS WILL NOT BE ACCEPTED.**

The appeal request **must** be submitted with either (i) the Advance Deposit which is the amount equal to the Total Fine or (ii) notice that a **Request for Advance Deposit Hardship Waiver** has been submitted to Permit Sonoma at the address above. Any person who requests a hearing and who is financially unable to pay the Advance Deposit may file a written request for an advance deposit hardship waiver with Permit Sonoma. **A Request for Advance Deposit Hardship Waiver form can be found at [www.permitsonoma.org/code/appeal](http://www.permitsonoma.org/code/appeal), and upon request from Permit Sonoma.**

No hearing to appeal an Administrative Citation shall be scheduled or heard unless and until the Advance Deposit has been received by Permit Sonoma or a Request for Advance Deposit Hardship Waiver has been granted.

**FAILURE TO APPEAL:** Failure to file an appeal in accordance with SCC Section 1-7.6 shall constitute a failure to exhaust administrative remedies, a waiver of your right to an administrative hearing and an adjudication of the Administrative Citation or Total Fine or any portion thereof. The determination of violation(s) and the Total Fine shall be deemed final.