



REQUEST TO APPEAL ADMINISTRATIVE CITATION

Sonoma County Code Section 1-7.6(h) provides that any person to whom an administrative citation is issued may appeal/contest the citation by requesting a hearing. A Correction Notice may *not* be appealed/contested.

Name _____

Date of Citation _____ Citation No. _____ Total Fine Amount Enclosed? Yes No*

****If you have not enclosed the total advance deposit fine amount, or submitted a Request for Advance Deposit Hardship Waiver with this request, your Request to Appeal Administrative Citation will be denied.***

Mailing Address** _____

*****All notices and orders concerning your appeal will be sent to this address and service will be considered effective three (3) days following deposit in United States first class mail.***

Phone No. _____ E-mail Address _____

Please provide a brief statement of the basis of your Appeal Request, including all material facts supporting the claim that no administrative fine should be imposed or that an administrative fine of a different amount is warranted. (You may attach additional pages as necessary):

Additional Pages Attached _____

By completing and signing this Request, the undersigned states that, under penalty of perjury under the laws of the State of California, the statements provided herein are true and correct.

Signature _____ Date _____

NOTICE: SEE INFORMATION ON REVERSE

Deadline for a Request to Appeal Administrative Citation

Any person receiving an Administrative Citation may appeal the citation within thirty (30) days from the date of service of the citation. If the deadline falls on a weekend or official County holiday, the deadline is extended to the following business day.

Submitting the Request to Appeal Administrative Citation

Mail your Request to Appeal Administrative Citation form AND either the total fine amount stated on your citation, OR if you are under financial hardship, a Request for Advance Deposit Hardship Waiver to:

PERMIT SONOMA
CODE ENFORCEMENT
2550 VENTURA AVENUE
SANTA ROSA CA 95403

Next Steps in the Appeal Process

A notice of the date, time, and location of your appeal hearing will be mailed to you at the address indicated on your Request form. The notice will be sent at least fifteen (15) days before the date of your appeal hearing. You may, but will not necessarily, receive a written report from the issuing inspector at least five (5) days prior to the hearing.

You may request one (1) continuance of the hearing date by submitting a written request to Permit Sonoma, Code Enforcement, 2550 Ventura Avenue, Santa Rosa, CA 95403. If you do not receive a notice of a new hearing date after submitting your request, you must appear at the original hearing date and time, or it will be deemed a failure to appear.

At the appeal hearing, you may present written and oral evidence, taken under oath, and you may be cross-examined. For further detail concerning the appeal hearing, see Sonoma County Code section 1-7.6(I).

Failure to appear at your appeal hearing shall constitute a forfeiture of the advance deposit fine and a failure to exhaust your administrative remedies.

If you received a decision granting your Request for Advance Deposit Hardship Waiver, you do not need to pay the advance deposit fine, but you must attend the appeal hearing.

After the Administrative Appeal Hearing

No later than twenty (20) days after the date on which the hearing concludes, the Hearing Officer will issue and serve a written decision to your address provided on this Request. The decision of the Hearing Officer is final and conclusive, only subject to further appeal review by the Superior Court in accordance with State law.

If the Hearing Officer rejects the findings in the Administrative Citation, the Administrative Citation will be dismissed and your total advanced deposit fine will be returned to the address provided on this Request within thirty (30) days of the issuance of the decision.

If the Hearing Officer upholds the Administrative Citation in whole or in part, your total advanced deposit fine will be retained by the County, less any amounts reduced by the Hearing Officer.

If you received an Advance Deposit Hardship Waiver, the total fine shall be paid in accordance with the Decision of the Hearing Officer.