



**James R. Lewis**  
City Manager

## ADMINISTRATIVE CITATION

### Administrative Citation

Atascadero Municipal Code Title 12 Code Enforcement provides for the issuance of administrative citations for municipal code violations and other applicable codes/laws. Three levels of citations can be issued progressively for a violation. The fines, as indicated on the front of the citation, are as follows:

- **\$100.00 for the 1<sup>st</sup> citation;**
- **\$200.00 for the 2<sup>nd</sup> citation; and**
- **\$500.00 for the 3<sup>rd</sup> & subsequent citations for same violation(s) occurring within 1 year of issuance of the first citation.**

These fines are cumulative, and citations may be issued for each day that violations exist. A warning, if issued, does not incur a fine and, therefore, may not be appealed.

### Rights of Appeal

You have the right to appeal this administrative citation by filing a completed notice of appeal and request for hearing form, together with an advanced deposit of the total fine amount indicated on the citation and a detailed written explanation setting forth the grounds for the appeal, at the city within 15 calendar days from the date of issuance of the citation upon the proper filing of an appeal; the city will schedule an administrative appeal hearing.

Failure of any person to properly file the notice of appeal and request for hearing form within 15 calendar days from the date of issuance of the citation that he or she wishes to contest, together with the advanced deposit of the total fine amount indicated on the citation and detailed written explanation of the grounds for the appeal, shall constitute a waiver of his or her right to an administrative appeal hearing and adjudication of the administrative citation, or any portion thereof, and waiver of the right to contest the amount of the administrative fine assessed.

### How to Pay Fine

The fine is indicated on the front of the administrative citation. Before receiving an invoice from the City of Atascadero, you may pay the fine by mail or in person at the City of Atascadero, 6500 Palma Ave, Atascadero, California 93422. Payment should be made by personal check, cashier's check, or money order payable to the City of Atascadero. Please write the citation number on your check or money order.

If the citation is not paid or appealed within the statutory time, you'll receive an invoice from the City of Atascadero's Administrative Services Department. Please follow the instructions on the invoice to ensure proper payment processing. Payment of the fine shall not excuse the failure to correct the violation, **nor shall it bar further enforcement actions by the City of Atascadero.**

Working together to **serve**, build **community** and enhance **quality of life**.



NOTICE OF APPEAL  
AND  
REQUEST FOR HEARING

CITY OF ATASCADERO  
Office of the City Manager  
6500 Palma Ave.  
Atascadero, CA 93422  
(805) 461-5000

**ATTENTION: Administrative Hearing Officer**

In regards to property located at \_\_\_\_\_,  
in the City of Atascadero, CA, an appeal is hereby made relative to Citation number  
\_\_\_\_\_, dated \_\_\_\_\_. The appellant desires to contest this  
citation before an Administrative Hearing Officer.

For the City to process this appeal, this notice of appeal must accompany either 1) a receipt reflecting payment of the total fine indicated on the Citation or 2) a Request for an Advanced Deposit Hardship Waiver (or proof that an application for such has been applied for per the Atascadero Municipal Code section 12-2.10, and the decision is still pending.)

This Notice of Appeal and Request for Hearing must be filed within FIFTEEN (15) CALENDAR DAYS from the date of issuance of the Administrative Citation. It must include a copy of the contested Administrative Citation and a detailed written explanation of the grounds for your appeal.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of the appellant (Please Print)

\_\_\_\_\_  
Signature of appellant

Address \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street Address City Zip