



## ADMINISTRATIVE CITATIONS

County Code Section 18 103 provides for the issuance of administrative citations for County Code violations. There are four levels of citations that can be issued progressively for a violation. The fines, as indicated on the front of the citation, are \$100 for the First Citation, \$200 for the Second Citation, \$500 for the Third Citation, and \$1000 for the Fourth Citation and subsequent Citations. These fines are cumulative. A warning, if issued, does not incur a fine and, therefore, is not appealable.

## ORDER

You are ordered to:

- (1) immediately cease committing the code violation(s) listed on the front of this citation, and
- (2) not repeat the violation(s).

## RIGHTS OF APPEAL

You have the right to appeal this administrative citation within 14 days from the date the citation was issued. An appeal must be made on a Request for Hearing form and include a return address, a basis for the appeal in detail, and be accompanied by the fine amount. Forms may be obtained from the issuing officer designated on the front. An appeal will result in an administrative hearing.

Failure of any person to properly file a written appeal within 14 days shall constitute a waiver of his or her right to an administrative hearing and adjudication of the administrative citation and you will forfeit any fine paid.

## HOW TO PAY THE FINE

The amount of the fine is indicated on the front of this administrative citation and is due within 30 days of the issue date of the citation. You may pay by mail or in person. Payments should be made by personal check, cashier's check or money order payable to the San Diego County Treasurer, at the address below. Please write the citation number on your check or money order.

County of San Diego  
Department of Planning and Land Use  
5201 Ruffin Road, Suite B  
San Diego, CA 92123  
ATTN: Fiscal

If the fine is not paid within 30 days of the issue date of the citation, you will receive a Delinquent Notice from the Finance Department and there will be a 50% penalty fee assessed in addition to the original fine.

If you need further clarification about payment of the citation, please call (858) 495-5078.

Payment of any fine shall not excuse the failure to correct the violation nor shall it bar further enforcement by the County.

## CONSEQUENCES OF FAILURE TO PAY THE FINE

The failure of any person to pay the fine assessed by an administrative citation within 30 days of the issuing date of the citation or the due date on a Delinquent Notice may result in a lien against your property, turning the account over to a collection agency, filing a claim with the Small Claims Court or any legal remedy to collect such money. The County has the authority to collect all costs associated with the filing of such actions.

## CONSEQUENCE OF FAILURE TO CORRECT VIOLATIONS

There are numerous enforcement options that can be used to encourage the correction of violations. These options include, but are not limited to: abatement, criminal prosecution, civil litigation, recording the violation with the County Recorder and forfeiture of certain State tax benefits for substandard residential rental property.

If you need further information about the violations and/or how to comply, please call the officer designated on the front.