

## **IMPORTANT INFORMATION**

**ORDER:** You are ordered to cease the commission of the violation(s) listed within this Administrative Citation.

**ADMINISTRATIVE CITATION:** Pursuant to Section 1-8 of the Santa Ana Municipal Code, an Administrative Citation may be issued for any violation of the Municipal Code. The fine amounts are set forth in California Government Code Section 36900. **FINES ARE CUMULATIVE AND CITATIONS MAY BE ISSUED EACH DAY THE VIOLATION EXISTS. IN ADDITION, THE CITY MAY ISSUE A CRIMINAL CITATION AND/OR ANY OTHER LEGAL REMEDY IN ORDER TO BRING ABOUT COMPLIANCE.**

**YOU MAY NOT APPEAL THE “WARNING NOTICE”. YOU MAY APPEAL THE “ADMINISTRATIVE FINE”.**

**PAYMENT OF ADMINISTRATIVE FINE:** The amount of the fine being imposed on you is indicated on the front of this form. The Notice of Administrative Fine must be paid to the City within fifteen (15) days from the date of the Notice. Payment of the fine may be made by mail or in person at:

**TO PAY FINE →**

**City of Santa Ana  
Treasury & Customer Service (M-13)  
20 Civic Center Plaza  
Santa Ana, CA 92701**

Please write the citation number on your check or money order and make payable to “City of Santa Ana”. **PAYMENT OF THE FINE SHALL NOT EXCUSE THE FAILURE TO CORRECT THE VIOLATION(S), NOR SHALL IT BAR FURTHER ENFORCEMENT ACTION BY THE CITY OF SANTA ANA.**

**FAILURE TO PAY FINE:** Failure to pay the fine within the time specified on the citation will result in penalty and interest charges. The City may pursue any and all legal and equitable remedies for the collection of unpaid fines.

**REQUEST FOR ADMINISTRATIVE HEARING:** You have the right to appeal the Notice of Administrative Fine within fifteen (15) days from the date you are served. **(You may contest that there was a violation of the Santa Ana Municipal Code or that you were the responsible person.** For definition – see below) Complete the information below and return a copy of this citation along with an advance deposit of the full amount of the fine (in the form of money order or check payable to the “City of Santa Ana”). Mail citation copy and check to:

**TO APPEAL FINE →**

**City of Santa Ana  
Code Enforcement Division (M-19)  
Attn: Hearing Officer Coordinator  
P.O. Box 1988  
Santa Ana, CA 92702-1988**

You will be notified of the date and time set for your hearing. Your failure to appear at the hearing will result in a forfeiture of your deposit. *(Please print information)*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

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A full description of the City’s administrative citation hearing process for Municipal Code violations and your rights in that process are found in Santa Ana Municipal Code Sections 1-21.1 through 1-21.9.

**Sec. 1-21.1. Definitions.**

(a) **Responsible person.** A responsible person is any of the following:

- (1) A person who causes a Code violation to occur.
- (2) A person who maintains or allows a Code violation to continue, by his or her action or failure to act.
- (3) A person whose agent, employee, or independent contractor causes a Code violation by its action or failure to act.
- (4) A person who is the owner of, and/or a person who is a lessee or sub lessee with the current right of possession of, real property where a property-related Code violation occurs.
- (5) A person who is the on-site manager of a business who normally works daily at the site when the business is open and is responsible for the activities of such premises.

For the purposes of this section "person" includes a natural person or legal entity, and the owners, majority stockholders, corporate officers, trustees, and general partners of a legal entity.