



**Town of Yucca Valley Community Services Department
Animal Care and Control Division
ADMINISTRATIVE CITATION**

YVAC-

DATE OF VIOLATION:		TIME:	A.M. P.M.	CASE NO:		
NAME/RESPONSIBLE PARTY (FIRST/MIDDLE/LAST)						
<input type="checkbox"/> BUSINESS OWNER <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
RESIDENCE/MAILING ADDRESS				CITY	STATE	ZIP CODE
LOCATION OF VIOLATION(S)						
SEX M F	HAIR	EYES	HEIGHT	WEIGHT	OTHER DESCRIPTION	
DRIVER'S LICENSE #.		STATE	CLASS	DOB	SSN	
BREED	SEX	AGE	COLOR	NAME		
MUNICIPAL CODE VIOLATION FINE:				1ST \$100	2ND \$200	3RD \$500
1. ORD. NO. 138 SEC 10.02.020(a) Dog(s) over 4 months must be currently licensed with a Town license						
2. ORD. NO. 138 SEC 10.02.030(a) Duty to restrain dog on property						
3. ORD. NO. 138 SEC 10.02.030(b) Dogs are to be on a leash when off of his/her premises						
4. ORD. NO. 138 SEC 10.02.070(a) Owned animals are to be provided food, water, shelter space, protection from weather.						
5. ORD. NO. 138 SEC 10.02.070 (b) An animal shall not be exposed to temperatures detrimental to the welfare of the animal.						
TOTAL CITATION PENALTY DUE: \$						

COMPLIANCE ORDER

You must take the following required action(s) to correct the violation(s)

You are ordered to correct or otherwise remedy the listed violation(s) by

I HEREBY ACKNOWLEDGE RECEIPT OF THIS ADMINISTRATIVE CITATION

X _____
Signature of Responsible Party

ISSUING OFFICER _____
Print Name Date of Service

Signature of Issuing Officer _____

BADGE NO. _____

Type of Service
 Personal
 Posted
 Mail (regular)
 Certified

IMPORTANT – PLEASE READ CAREFULLY

Administrative Citation

Chapter 1.04 of the Town of Yucca Valley Municipal Code Section provides for issuance of administrative citations for the Town of Yucca Valley Code violations. There are three levels of administrative penalties that can be issued for a violation. The fines, as indicated on the front of the citation, are \$100 (per violation) for the First Citation; \$200 (per violation) for the Second Citation and \$500 (per violation for the Third and subsequent Citations for the same violation occurring within the same year). These fines are cumulative and citations may be issued each day the violation exists.

Upon Receipt of a Citation, the Responsible Party shall either:

1. Remedy the violation(s), if the violation is of such a nature that it can be remedied. If the violation(s) is corrected to the satisfaction of the Town of Yucca Valley before the correction date provided on the citation, no fine shall be payable, or;
2. Pay the assessed fine if the violation is not corrected before the correction date issued on the administrative citation.

Payment

Failure to comply will require payment of the fine. Payments must be made in full within **21 calendar days of the issuance of the citation**. Payment must be made in the form of a cashier's check, money order or personal check. **DO NOT SEND CASH.** Cashier's check, money order or personal check is to be written out to "**The Town of Yucca Valley**". Please indicate the citation number on your check or money order. Mail the payment to the following address:

**Town of Yucca Valley
C/O Citation Processing Center
P.O. Box 7275
Newport Beach, CA 92658-7275**

Payments may also be made on-line by credit/debit card at www.CitationProcessingCenter.com or by calling **(800) 969-6158**.

Right of Appeal

Any recipient of an administrative citation may contest the citation by filing an appeal within **21 calendar days of the issuance of the citation**. Request for Appeal forms may be found online at www.yucca-valley.org/departments/fieldservices.html or forms may be picked up at Town Hall, 57090 29 Palms Hwy., Yucca Valley or at the Yucca Valley Animal Shelter 56460 Paseo Los Ninos, Yucca Valley.

In order to file an appeal, the total amount of the fine along with the completed appeal form must be sent to the address listed above and received within **21 calendar days of the issuance of the citation**. The notice of appeal must include the reasons for the appeal. Except as provided below, the failure to deposit the total amount of the citation fine and complete and attach the notice of appeal shall render the appeal incomplete. The recipient shall then be responsible for the total amount of the administrative fine.

A notice of hearing date will be issued upon processing of the appeal request. **Note: At the hearing, if the responsible party loses the appeal, the Town will seek recovery of the administrative citation fine and administrative costs as provided by the Town of Yucca Valley Code.**

If you have been issued an administrative citation and believe you are unable to deposit the fine amount at the time of the filing the notice of appeal, you may request an advance deposit hardship waiver form. Request for Appeal forms are online at: www.yucca-valley.org/departments/fieldservices.html. Or the form may be picked up at the Yucca Valley Town Hall located at 57090 29 Palms Hwy., Yucca Valley, CA or at the Yucca Valley Animal Shelter located 56460 Paseo Los Ninos, Yucca Valley, CA. Call 760-365-1807 for office hours. Hardship waivers must be submitted to the Animal Care and Control Manager for approval. If approved, this form must be mailed, by the recipient, with the written notice of appeal within **21 calendar days of the issuance of the citation** to the address above.

Consequences of failure to Pay the Penalty Amount and Correct Violations

Payment must be received within 21 calendar days of the issuance of the citation but does not release you from complying with the Town Municipal Code. The failure of any person to pay the fine assessed by the Administration Citation within the time specified on the citation or on the invoice from the Town of Yucca Valley or its designated collection/processing agent may result in Notification to the State Franchise Tax Board, or any agency pursuing legal remedies to collect the unpaid penalties. **Payment of the fine does not excuse or discharge the failure to correct the violation(s) nor shall it bar further enforcement action by the Town.** If the responsible person fails to correct the violation(s), subsequent administrative citations may be issued for the same violation(s). The fines shall increase in accordance to the Town's adopted fee resolution for administrative citations.

If you need further clarification about **payment** or **appeal** of this citation, please call **(800) 969-6158**.

For further questions about how to **remedy a Town Code violation** pertaining to **Animal Control**, please call the Town of Yucca Valley Animal Control at **760-365-1807**.