



Town of Yucca Valley - Community Development/Public Works Department
Code Compliance

**REQUEST FOR APPEAL
OF ADMINISTRATIVE CITATION**

58928 Business Center Drive, Yucca Valley, CA 92284
Phone: 760-369-6575 Fax: 760-228-0084

Appellant Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Telephone: _____ Fax: _____

Citation Number: _____ Citation Date: _____

Penalty Amount Enclosed: \$ _____ (Amount is On Front of Administrative Citation Issued)

Appeals must be filed within twenty-one (21) days of the date the citation was issued. The time requirement for filing a request for hearing shall be deemed jurisdictional and may not be waived. Specify the basis for the appeal in detail (you may use additional sheets as necessary);

Reason for appeal: _____

Prepayment of the full amount of the penalty is required to file this appeal. Payment may be in the form of a cashier's check, money order, or personal check payable to the Town of Yucca Valley. The payment and this form are to be mailed together to:

**Town of Yucca Valley
C/O Citation Processing Center
P.O. Box 7275
Newport beach, CA 92658
(800) 861-7422**

A credit card payment may also be made on-line at www.citationinfo.com or by calling (800) 861-7422.

Any Administrative Citation penalty that has been deposited shall be refunded if it is determined, after a hearing, that the person or entity charged with the violation was not responsible for the violation or that there was no violation as charged in the Administrative Citation. If you 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. This form can be picked up at the Community Development Department located at 58928 Business Center Drive, Yucca Valley, CA. Call 760-369-6575 for office hours. If approved, this form must be mailed with the written notice of appeal within 21 calendar days of the issuance of the citation to the address above.

I hereby request a hearing before a hearing officer on this citation.

Signed: _____ Dated: _____