



Town of Yucca Valley - Community Services Department  
 Animal Care and Control  
**REQUEST FOR APPEAL  
 OF ADMINISTRATIVE CITATION**  
 56460 Paseo Los Ninos, Yucca Valley, CA 92284  
 Phone: 760-365-1807 Fax: 760-365-3723

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) calendar 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. Make sure your citation number is included on your method of payment. 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 92658-7275**

A credit card payment may also be made on-line at [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) or by calling (800) 969-6158.

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 Yucca Valley Town Hall located at 57090 29 Palms Hwy., Yucca Valley, CA. Call 760-369-7207 for office hours. Or the Yucca Valley Animal Shelter at 56460 Paseo Los Ninos, Yucca Valley, CA. Call 760-365-1807 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 Processing Center (address above).**

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_