



# Administrative Citation Appeal

## Administrative Citation Program

The City of Chowchilla provides for the issuance of Administrative Citations as an effective and efficient response to possible code enforcement violations; while promoting a positive image of the City.

## When to File your Appeal

A Responsible Party receiving an administrative citation may appeal such citation within thirty (30) calendar days from the date the citation is deemed served. If the thirty (30) day deadline falls on a day City Hall is closed (weekends or holidays) then the deadline is extended to the next regular business day.

## Filing your Appeal

For your convenience, a standard appeal form is available at the Office of the City Clerk or online at [www.cityofchowchilla.org](http://www.cityofchowchilla.org). All Appeals will be processed in compliance with the Chowchilla Municipal Code. Chowchilla Municipal Code Section 1.10.080 B requires the CITATION PENALTY AMOUNT indicated on the front of the Administrative Citation be submitted at the time you file your appeal.

Mail your Appeal and the Citation Penalty Amount to:

**City of Chowchilla Administrative Citation/City Clerk  
130 S. Second Street  
Chowchilla, CA 93610**

## The Next Step

A Hearing Officer will be assigned to hear your appeal. Depending on the type of appeal, a Hearing Officer may be an individual or appointed board.

You will be mailed written notice to the address indicated on your appeal of the time and place for your appeal hearing. We must mail the notice at least ten (10) calendar days prior to the date of the hearing.

Failure by the responsible party to attend the administrative hearing shall constitute a waiver of his or her rights to an administrative hearing (Chowchilla Municipal Code Section 1.10.080 G)

At the appeal hearing you will be required to take an oath, and you may present testimony or evidence (either written or verbal) concerning the violation and the means and time-frame for correction.

## After the Appeal Hearing

At the conclusion of the hearing, the hearing officer may sustain the citation, not sustain the citation, may reduce, waive or conditionally reduce the fine stated in the citation. The hearing officer may also impose conditions and deadlines by which to correct the violation or pay any outstanding fine, or continue the hearing, as necessary (Chowchilla Municipal Code Section 1.10.090 H).

The decision of the Hearing Officer will be mailed to the appellant within thirty (30) calendar days after the hearing. The decision of the Hearing Officer is final and conclusive, subject to judicial review in accordance with the provisions of California Government Code Section 53069.4.

If the Hearing Officer dismisses the Administrative Citation, the penalty will be returned to the appellant. If the Hearing Officer upholds the Administrative Citation, the penalty is retained by the City and the Responsible Party must correct the violation and request a re-inspection.

The payment of a fine or fines shall not excuse the failure to correct the violation nor shall it bar any further enforcement action by the city (Chowchilla Municipal Code Section 1.10.100 D; Ord. No. 444-08, Section 1).

