

Reserved For Filing Stamp



City of Palm Springs
Administrative Citation Appeal

Office of the City Clerk
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262
TEL (760) 323-8204
FAX (760) 322-8332

Appellant Name: _____
Mailing Address: _____
City, State, Zip: _____
Contact Telephone: _____ Fax: _____

I request an appeal of the Administrative Citation:

Citation Number: _____
Date of Citation: _____
Penalty Amount Enclosed: _____

Palm Springs Municipal Code Section 1.06.040 requires the penalty amount be presented at the time of the appeal.

Specify the basis for the appeal in detail (you may use as many additional sheets as necessary):

This form should be mailed to:

City of Palm Springs Administrative Citation Program
P.O. Box 7275
Newport Beach, CA 92658



Administrative Citation Appeals

Administrative Citation Program

The City of Palm Springs 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. Prior to issuing an Administrative Citation a party is issued a pre-citation courtesy notice, which allows a Responsible Party to voluntarily correct any violation without penalty.

If the Responsible Party does not take action on a pre-citation courtesy notice, the City will issue an Administrative Citation which requires corrective action and imposes monetary fines. Pre-Citation courtesy notices cannot be appealed; however, the program allows a Responsible Party to appeal the issuance of an Administrative Citation.

When to File your Appeal

A Responsible Party receiving an administrative citation may appeal such citation within ten (10) calendar days from the date the citation is deemed served. If the ten (10) 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.palmsprings-ca.gov/index.aspx?page=40. All Appeals will be processed in compliance with the Palm Springs Municipal Code. Palm Springs Municipal Code Section 1.06.040 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 Palm Springs Administrative Citation Program
P. O. Box 7275
Newport Beach, CA 92658**

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 such as the City's Administrative Appeals 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 to appear at your hearing shall constitute a forfeiture of the fine and a failure to exhaust the Responsible Party/appellant's administrative remedies.

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

The Hearing Officer shall make findings based on the record of the hearing and make a written decision based on the findings. The decision of the Hearing Officer will be mailed to the appellant within ten (10) calendar days after the hearing. The decision of the Hearing Officer is final and conclusive, subject to review by the Superior Court in accordance with State law.

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.