

**CITY OF BRISBANE
ADMINISTRATIVE CITATION**

PAYMENT AND APPEAL INSTRUCTIONS

You have been issued an Administrative Citation for violation(s) of the Brisbane Municipal Code indicated on the page 1 of this Citation. The amount of the Administrative Fine and the due date for payment of such Fine are also indicated on page 1.

HOW TO PAY THE FINE

Payment of the Administrative Fine may be made online at www.CitationProcessingCenter.com, by telephone at 1 (800) 969-6158 or by mail at:

City of Brisbane
C/O Citation Processing Center
PO Box 7275
Newport Beach, CA 92660-7275

Payment of the fine does not bar further enforcement action by the City for any continuation or repeated occurrence of the same code violation.

TO APPEAL THIS CITATION

If you wish to contest this Citation, you must file a written Notice of Appeal not later than ten (10) calendar days from the date this Citation was served upon you. The Notice of Appeal must contain:

1. Your name, mailing address and telephone number.
2. A copy of this Administrative Citation or the Citation Number shown on page 1.
3. A brief statement of your grounds for the appeal and the facts supporting your contentions.
4. A brief statement of the reasons why you believe the Administrative Citation should be rescinded, modified, or otherwise set aside.
5. Your signature.

The Notice of Appeal must be accompanied by an advance deposit of the total Administrative Fine or a completed application for an advance deposit hardship waiver.

Failure to timely and properly file a Notice of Appeal along with either the advance deposit of the Administrative Fine or a completed application for an advance deposit hardship waiver shall constitute a waiver of your right to an administrative appeal hearing.

Appeals and Hardship Waivers should be sent to:

City of Brisbane
C/O Citation Processing Center
PO Box 7275
Newport Beach, CA 92660-7275

ADVANCE DEPOSIT HARDSHIP WAIVER

If you wish to file a Notice of Appeal but you are financially unable to make the advance deposit of the Administrative Fine, you may instead file an Application for an Advance Deposit Hardship Waiver. To establish financial inability, you must demonstrate to the City that you have qualified or would qualify for a public or private assistance program which is available only to persons having low or very low income, such as food stamps, SSI, Medi-Cal, or California LifeLine. The Notice of Appeal and Application for Advance Deposit Hardship Waiver may be obtained from the City Clerk or may be downloaded from the City's website at <http://brisbaneca.org>.

FAILURE TO PAY FINE OR APPEAL

If you fail to pay the Administrative Fine when it becomes due, a late charge of 1% per month will be imposed and you will also be responsible for payment of administrative costs incurred by the City. In addition, the City may commence a legal action against you for collection of the fine, late charges and costs and may also record a lien against your real property if the violation involved such property. Depending upon the nature of the code violation, you can also be prosecuted for the commission of an infraction or misdemeanor criminal offense.