



APPEAL OF ADMINISTRATIVE CITATION

MENDOCINO COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES
CODE ENFORCEMENT DIVISION

INSTRUCTIONS: Use this form to provide the County notice that you wish to contest an Administrative Citation. This form must be received by the County within 10 days from EITHER the service of the Administrative Citation (pertaining to a non-recurring penalty), OR the first day that penalties cease accruing (pertaining to a recurring penalty). You may submit your appeal documents in person at the Ukiah or Fort Bragg office (see below), or by mail to the Ukiah office.

NOTICE: An incomplete, untimely and/or invalid request will be rejected, and such rejection will not extend the time prescribed to you to provide your notice of appeal to the County.

NOTICE: Pursuant to Mendocino County Code § 1.08.090(H)(3), the County may be entitled to reimbursement from the appellant for all costs of the Hearing Officer’s services associated with this appeal request.

To complete this form: (1) print your name, address and phone number; (2) fill out the citation number identified on your citation; and (3) describe the grounds/basis for of your appeal. You may include copies of any documents you believe support your claims. Such documents will not be returned to you, but will be provided to the Hearing Officer prior to the hearing.

Electronic Service: By signing this form, the undersigned agrees, pursuant to MCC § 1.08.080(A)(4), to accept electronic service via email of all required notices and communications related to the citation referenced below.

Appellant’s Contact Information (Please Print):			
Name:		Citation Number:	
Address: City, St, Zip:			
Phone:		For staff use only: 1) <u>Date Received:</u> _____ -- initialed: _____ 2) <u>Deliver</u> this form and all attachments to the Code Enforcement Division Manager or their designee.	
E-Mail:			

Grounds For Appeal (State the reasons behind and justification for your appeal, and any other supporting details):

(continue on separate sheet if needed)

Check if any documents are attached. Number of attached pages (if any): _____

DATE

SIGNATURE OF APPELLANT

Ukiah Office:
Mendocino County
Dept. of Planning & Building Services
860 North Bush Street
Ukiah, CA 95482
(707) 234-6650

Fort Bragg Office:
Mendocino County
Dept. of Planning & Building Services
120 West Fir Street
Fort Bragg, CA 95437
(707) 964-5379