

CITY OF FORT BRAGG



METHOD(S) OF SERVICE:

- Certified Mail: _____
- Personal Service: _____
- Onsite Posting: _____

Name of Issuing Officer:

Signature of Issuing Officer:

NOTICE OF VIOLATION (NOV)

Issuance Date:	Violation No.:
RESPONSIBLE PARTY	
Name:	
Phone Number:	
Mailing Address:	
VIOLATION INFORMATION	
Date and Time Observed:	
Address of Violation:	
DESCRIPTION OF VIOLATION Fort Bragg Municipal Code ("FBMC") Inland Land Use and Development Code ("ILUDC") Coastal Land Use and Development Code ("CLUDC")	
CORRECTIVE ACTIONS REQUIRED	
Including correction deadline(s)	
PRIOR NOTIFICATION	PENALTIES
Date:	Administrative Citation Attached:
Type:	<input type="checkbox"/> Yes, see attached citation invoice.
Prior Penalty:	<input type="checkbox"/> No penalties assessed at this time.

IMPORTANT INFORMATION AND INSTRUCTIONS ON REVERSE SIDE

DEPARTMENT CONTACT INFORMATION

Mailing Address: City of Fort Bragg 416 N. Franklin St. Fort Bragg, CA 95437 ATTN: Code Enforcement	Phone: (707) 961-2827 Ext. 111 Ext. 112	Email: cdd@fortbragg.com
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NOTICE OF VIOLATION (NOV)

This document is your notice pursuant to Fort Bragg Municipal Code ("FBMC") Section 6.12.060, FBMC Section 15.04.140, Inland Land Use and Development Code ("ILUDC") Section 18.98.080, or Coastal Land Use and Development Code ("CLUDC") Section 17.98.080. This NOV shall serve as a formal notice of responsibility and order of immediate action by the Responsible Party to correct the violation(s) stated in this NOV.

FAILURE TO CORRECT THE VIOLATION(S) AS INDICATED MAY RESULT IN ADDITIONAL CODE ENFORCEMENT ACTION(S), INCLUDING BUT NOT LIMITED TO ISSUANCE OF ADMINISTRATIVE CITATION(S) FOR WHICH MONETARY PENALTIES WILL BE ASSESSED.

Any penalty amount is a debt owed to the City. In addition to all other means of enforcement, a penalty may be enforced as a personal obligation of the Responsible Party. If the violation is in connection with real property, a penalty may also be enforced by imposition of a lien or special assessment upon the real property, as described in FBMC Section 6.12.160 and FBMC Chapter 1.12. Any lien or special assessment imposed upon real property shall remain in effect until the penalty is paid in full.

RIGHT TO APPEAL THE NOTICE OF VIOLATION

You may appeal this Notice of Violation (NOV). To submit an appeal, please provide the request for an administrative hearing in writing to the Community Development Department within 15 days of receipt of the NOV. Failure to do so will constitute a waiver of the Responsible Party's right to a hearing and the City may proceed upon the NOV without a hearing. If the City chooses to set the matter for hearing or if a hearing is required pursuant to a specific provision of this Code, then the NOV shall include a Notice of Hearing in the form set forth in FBMC Section 1.06.050.

ADMINISTRATIVE CITATIONS

As stated above, failure to correct violations within the given amount of time may result in an Administrative Citation.

If you have received an Administrative Citation with this notice, the Citation amount must be paid to the City of Fort Bragg no later than thirty days after service of the Citation unless a different date has been agreed upon by the Responsible Party and City Staff. Administrative penalties have the potential of accruing on a daily basis until the violation is corrected. Contact City Staff to find out the qualifications for applying for a Financial Hardship Waiver.

If you would like to appeal the Administrative Citation, you have ten days prior to the penalty due date to submit in writing an "Appeal of Administrative Citation" to the City Clerk. The "Appeal of Administrative Citation" should include:

- The name, address and phone number of the appellant who is the Responsible Party or a representative of the Responsible Party;
- Sufficient information to identify the administrative decision and/or Citation; and
- The grounds on which the administrative decision and/or Citation is being contested, including, but not limited to, denial that a violation occurred, denial that a violation was not corrected within the applicable correction period, denial that the Responsible Party is responsible for the violation, or denial that the circumstances warrant imposition of the fine(s) prescribed.