

CITY OF FORT BRAGG

RESPONSIBLE PARTY:



Name of Issuing Officer:

Signature of Issuing Officer:

ADMINISTRATIVE CITATION #2201

Issuance Date:	Violation No.:	Issuing Department:
-----------------------	-----------------------	----------------------------

VIOLATION INFORMATION

Address of Violation:

Date and Time Observed:

DESCRIPTION OF VIOLATION

Fort Bragg Municipal Code ("FBMC")
 Inland Land Use and Development Code ("ILUDC")
 Coastal Land Use and Development Code ("CLUDC")

PENALTIES AMOUNTS

Associated penalties are highlighted and totaled below.

Violation Type	First Offense	Second Offense	Third Offense or More
Type 1 Violations	\$30	\$130	\$430
Type 2 Violations	\$50	\$150	\$450
Type 3 Violations	\$70	\$170	\$470
Type 4 Violations	\$100	\$200	\$500
Commercial Building & Safety Violations	\$130	\$700	\$2500
Local Building & Safety Code Violations	\$130	\$700	\$1300
Short-Term Rental Violation	\$1500	\$3000	\$5000
Sidewalk Vending Violation Type 1	\$250	\$500	\$1000
Sidewalk Vending Violation Type 2	\$100	\$200	\$500
Add total amounts in each column:			
Total Penalty Amount Due:			

Please remit payment to: City of Fort Bragg 416 N. Franklin St. Fort Bragg, CA 95437 Questions? Call: (707) 961-2826	Due Date:
--	------------------

IMPORTANT INFORMATION ON REVERSE SIDE

ADMINISTRATIVE CITATIONS

The Administrative 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. Payment will be accepted by cash, check or card to the City of Fort Bragg Finance Department. If making payment by check, pay to the order of City of Fort Bragg and include a copy of the invoice if sending payment by mail. If you have questions about how to make a payment over the phone, please call (707) 961-2825 ext. 120. Contact the City to inquire about Financial Hardship Waivers.

If you would like to appeal the Administrative Citation, you have ten days prior to the penalty due date to submit the attached Notice of Appeal of Citation Form or a letter in writing titled "Appeal of Administrative Citation" to the City Clerk.

The "Appeal of Administrative Citation" should include:

1. The name, address and phone number of the appellant who is the Responsible Party or a representative of the Responsible Party;
2. Sufficient information to identify the administrative decision and/or Citation; and,
3. 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.