

CITY OF SAN JACINTO
ADMINISTRATIVE CITATION

IMPORTANT INFORMATION PLEASE READ CAREFULLY

You have been issued an Administrative Citation for the violation(s) indicated on the reverse. ADDITIONAL VIOLATIONS MAY RESULT IN CRIMINAL PROSECUTION AND/OR ADDITIONAL ADMINISTRATIVE FINES.

Failure to Answer or Pay Penalty for Violation(s)

San Jacinto Municipal Code provides for the issuance of administrative citations for violations of San Jacinto Municipal Code, its adopted codes and applicable State Codes or the failure to comply with any condition imposed by any entitlement, permit, agreement or environmental document issued or approved under the provisions of any Code.

Failure to pay the penalty or contest the citation within fifteen (15) calendar days from the correction date on the administrative citation may result in additional administrative fines and the recordation of a special lien against your property. In addition, notification may be made to the State of California Franchise Tax Board.

Information regarding the specific Citation and Compliance

For further information regarding the compliance order, or the specific citation please contact the Enforcement Officer designated on the reverse. You may also contact the Director or his/her designee to request an extension of the compliance date. If you have complied with the compliance order please contact the officer noted on the reverse so that no fines will be applied. Contact number is (951) 487-7330.

How to pay the Fine

The amount of fine is indicated on the front of the Administrative Citation. The fine must be paid in the form of cash, cashiers check, personal check, or money order payable to the City of San Jacinto. Payment of fine(s) shall not excuse or discharge the failure to correct the violation(s) nor shall it bar further enforcement action by the City. Fines may be mailed or hand-delivered to:

City of San Jacinto
595 S San Jacinto #A
San Jacinto, CA 92583

To Appeal this Citation

Any recipient of an administrative citation may contest that there was a violation of the code by completing a Notice of Appeal and Request for Hearing form and filing it with the City Clerk within fifteen (15) calendar days from the date of service of the administration citation, together with an advance deposit of the total amount of the fine.

Forms are available at 595 S. San Jacinto in building A.

Any appeal of the administrative citation shall include a detailed written explanation as to the grounds for appeal of the administrative citation. Failure to timely and properly file an appeal for an administrative citation shall constitute a waiver of all rights to an administrative appeal hearing.

Additional Enforcement Officer Notes:
