



# APPEAL – ADMINISTRATIVE CITATION

CITY OF MONTEREY PARK

Complete this form, attach a copy of the citation, any supporting documents, and return the form to the City Clerk (320 W. Newmark Avenue, Monterey Park, CA 91754) within 15 days of the date on the citation if you wish to be scheduled for an appeal hearing. **This form is incomplete if you do not include an advance deposit for the full amount due for the citation.** If you are contesting more than one citation, you must complete a separate request form for each citation and pay a deposit for each citation.

Citation number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check preferred method of contact  Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_  Fax no: \_\_\_\_\_

**Please note that non-English speaking appellants are responsible for providing their own translator for the hearing.**

Appellant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Statement of Circumstances

On a separate page, describe in detail your reason for the appeal.

Do Not Write Below This Line

AP-\_\_\_\_-\_\_\_\_

## **IMPORTANT-READ CAREFULLY**

**Administrative Citation:** Monterey Park Municipal Code ("MPMC") Chapter 4.20 allows the City to issue administrative citations for all violations of the MPMC. Unless otherwise provided by City Council resolution, the fines are as follows: \$100/\$200/\$500/\$1000 for the first, second, third, and fourth (and subsequent) violations within one year from the date of the first violation. **Every day a violation exists constitutes a new violation.** Subsequent violations of the same or different provisions of the MPMC may result in the City undertaking additional civil or criminal actions to enforce the law. The consequences of such violations can result in misdemeanor convictions that include fines up to \$1,000 per violation, six months in jail, or both, per violation. **Upon receipt of a citation, a responsible party must either file an appeal or pay the fine.**

**How to Appeal:** You may appeal this citation pursuant to MPMC Chapter 4.20.120 by filling out the Administrative Citation Appeal form, located on the City's website, and submitting the form, along with an advanced deposit of the fine, within 15 days from the date the administrative violation is issued to: 320 West Newmark Avenue, Office of the City Clerk, Monterey Park City Hall. Any fine that has been deposited will be refunded if it is determined, after a hearing, that the person cited was not responsible for the violation or that there was no violation as charged in the administrative citation.

**How to Pay Fine:** The amount of the fine is indicated on the front of this administrative citation. Before receiving an invoice from the City of Monterey Park, you may pay by mail or in person at 320 West Newmark Avenue, Support Services Division, Monterey Park City Hall. Payment may be made in person using a Visa credit card, or by personal check, cashier's check, or money order, payable to the City of Monterey Park. Please write the citation or account number on your check or money order. If the citation is not paid or appealed within the statutory time, you will receive an invoice from the City's Management Services Department. Please follow the instructions on the invoice to ensure proper processing of your payment. **Payment of the fine does not excuse the failure to correct the violation nor does it prevent further enforcement action by the City of Monterey Park.**

**Consequences for Failure to Pay the Fine:** A penalty of ten percent is added on any delinquent fines on the last day of each month after the due date. Additionally, delinquent fines accrue interest at the rate of one percent per month from the due date (exclusive of penalties). Failure to pay a fine assessed by an administrative citation may result in the matter being referred to the city treasurer to file a claim with the small claims court. Alternatively, the city may pursue any other legal remedy to collect the civil fines including any manner allowed by law for the collection of a debt. The city may also recover its collection costs according to proof.

If you need further clarification about paying your fine, please call (626) 307-1340 for the Management Services Department.

A full description of the hearing process regarding this administrative citation can be found at MPMC sections 4.20.120-4.20.190. Visit the City online at [www.montereypark.ca.gov](http://www.montereypark.ca.gov) for additional information.