

**City of Norwalk  
Public Safety Department  
Code Compliance Division  
12700 Norwalk Boulevard Room 16  
Norwalk, CA 90650  
(562) 929-5730**

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**ADMINSTRATIVE CITATION APPEAL FORM**  
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**I HEREBY REQUEST AN ADMINISTRATIVE CITATION APPEAL HEARING.**

**CITATION DATE** \_\_\_\_\_ **CITATION #** \_\_\_\_\_

**SUBJECT LOCATION** \_\_\_\_\_

**APPEAL GROUNDS (IF MORE ROOM IS NEEDED, PLEASE MAKE**

**ATTACHMENT):** \_\_\_\_\_

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**APPEAL FORM DATE** \_\_\_\_\_

**APPELANT NAME - PRINT** \_\_\_\_\_

**APPELANT'S SIGNATURE** \_\_\_\_\_

**APPELANT'S CAPACITY** \_\_\_\_\_

**CONTACT ADDRESS** \_\_\_\_\_

**CONTACT TELEPHONE #** \_\_\_\_\_

**HOW TO PAY THE PENALTY AMOUNT** – Payment must be received in full within 30 calendar days of the date of the citation. The penalty amount is indicated on the front side of this citation. Payment should be made by personal check, cashier's check, or money order payable to the City of Norwalk, and mailed in the preaddressed envelope, included with the mailing to: **City of Norwalk, c/o Citation Processing Center, P.O. 7275 Newport Beach, CA 92658-7275**. Please write the citation number on your check or money order. **DO NOT SEND CASH**. A \$35 Charge will be added for returned checks.

**TO PAY THIS CITATION ELECTRONICALLY** – You may pay this citation online via the internet by logging onto: [www.citationprocessingcenter.com](http://www.citationprocessingcenter.com)

**TO APPEAL THIS CITATION** – Within 15 calendar days of the postmark date or personal service of this citation, you may file an appeal by paying the total penalty amount as shown on the reverse side of the citation with a request for an appeal hearing. The appeal form is available at Norwalk City Hall, 12700 Norwalk Blvd, Room 12, Norwalk, CA 90650 (southeast corner of Norwalk and Imperial) and online from the City of Norwalk website (Norwalk.org). The Administrative Citation Appeal Form must be filled out completely and mailed with full payment (mailed with this citation) to:

**City of Norwalk  
c/o Citation Processing Center  
P.O. Box 7275  
Newport Beach, CA 92658-7275**

Appeals received without the full deposit cannot be accepted. Upon acceptance of your appeal, you will be notified of your hearing date. If your appeal is successful, the full penalty amount placed on deposit will be refunded to you.

**CONSEQUENCES OF FAILURE TO PAY THE FULL PENALTY AMOUNT** - The failure of any person to pay the full penalty assessed by the Administrative Citation within the time specified on the citation or on the invoice from the Revenue Collector may result in the notification to the State of California Franchise Tax Board, or the City of Norwalk pursuing any legal remedies to collect all Civil penalties and any associated charges. Each and every day any violation of the City of Norwalk Municipal Code, any condition(s) of any land use entitlement or state laws exists, constitutes a separate and distinct offense and shall be subject to a citation. Additional Administrative Citations may be issued to you for the same violation(s) if the violation(s) are not corrected. Penalties incurred are \$100 for each violation – 1<sup>st</sup> Citation; \$200 for each violation – 2<sup>nd</sup> Citation; \$500 for each violation – 3<sup>rd</sup> and subsequent citations. Any responsible party may also be criminally prosecuted for failure to pay the amount due. Any fine not paid in full within the allotted timeframe is subject to a late payment fee.

**IF YOU NEED FURTHER CLARIFICATION** – about payment of this citation, please call (800) 969-6158. To obtain the status of citation online, please go to: [www.citationprocessingcenter.com](http://www.citationprocessingcenter.com).

**IF YOU NEED FURTHER INFORMATION ABOUT HOW TO COMPLY** – With City of Norwalk Municipal Code, condition(s) of land use entitlements, or state laws, please contact the inspector listed on the front of this citation. The telephone number is (562) 929-5730.

**LATE PAYMENT FEE** – If the payment is not received within 30 days of the date of the citation, a late fee of 25% will be added to the amount owed for the first delinquent month. An additional 25% late fee will be added for the second delinquent month (total 50%). An additional 25% will be added for the third delinquent month (total 75%). An additional 25% will be added for the fourth delinquent month. That will be a total of 100% late fee over a delinquent period of 4 months or more.