



City of Manhattan Beach
 Code Enforcement Division
 1400 Highland Ave.
 Manhattan Beach, CA 90266
 (310) 802-5518

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NOTICE OF VIOLATION

ADMINISTRATIVE CITATION

<u>Date Issued:</u>		<u>Day of Week:</u>		<u>Time:</u>	
<u>Location of Violation:</u>					
<u>Responsible Party:</u>					
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Individual					
<u>Mailing Address:</u>					
<u>Identification:</u>					
VIOLATION DETAILS					
<u>Conditions Observed/Notes:</u>					
<u>City Code:</u>		<u>Section:</u>		<u>Amount:</u>	
Tran-code (4032)				<u>Total:</u> \$0.00	
PREVIOUS NOTIFICATIONS					
<u>Date:</u>		<u>Type:</u>		<u>Amount:</u>	
CORRECTIVE ACTIONS REQUIRED					
<u>Required Correction(s):</u>					
CERTIFICATION					
<u>Name of Issuing Officer:</u>			<u>Name of Recipient:</u>		
<u>Signature:</u>			<u>Signature:</u>		
Signing this document is not an admission of guilt and only an admission of receiving notice.					
METHOD OF SERVICE					
<input type="checkbox"/>	Person Service	<input type="checkbox"/>	First Class Mail		
<input type="checkbox"/>	Registered / Certified Mail	<input type="checkbox"/>	Posted on Property		

Notice of Violation: If the "Notice of Violation" box above is checked, no fine has been assessed for the code violation at this time. This document shall constitute a "Notice of Violation" and shall serve as a written warning of responsibility and requires immediate action by the responsible person to correct the violation(s). Failure to correct the violation(s) may result in the issuance of citations for which fines will be assessed and/or other actions abate the violation(s).

Administrative Citation: If the "Administrative Citation" box above is checked, you have been issued an Administrative Citation pursuant to Chapter 1.06 of the Manhattan Beach Municipal Code. Further violations may result in criminal prosecution, additional administrative penalties or other legal remedies permitted by law.

Failure to Respond or Correct the Violation(s): You are hereby ordered to pay the fine indicated and correct the violation(s) by the date specified. Failure to correct the violation(s) may result in additional citations. Pursuant to Manhattan Beach Municipal Code Section 1.06.040 and Resolution 16-0057, administrative penalty fees are:
 For violations that would otherwise be an infraction: 1st violation = \$100.00, 2nd violation = \$200.00, and each additional violation within one year of the 1st violation= \$500.00.

For violations that would otherwise be a misdemeanor: a fine not to exceed \$1000.00. Until correction of violation(s) is verified by the City, fines may continue to accrue for each day of continued violation. Failure to correct violation(s) may result in further legal proceedings against you.

Payment Information: Penalties must be paid on or before 30 calendar days from the citation date and must be in the form of a cashier's check, money order, cash or personal check payable to the City of Manhattan Beach. Payment may also be made at the City Hall cashier window located at 1400 Highland Avenue Manhattan Beach, CA 90266.

Consequences of Failing to Pay Penalties: Failure to pay the penalty assessed by the Administrative Citation within the time specified on the citation or on the Delinquent Notice may result in the City pursuing any legal remedies to collect civil penalties, including the Franchise Tax Board and/or a collection agency, or by placing a lien on your property. Payment of the citation does not relieve the responsibility to correct the violation(s).

Information Regarding the Specific Citation and Compliance: You may contact the code enforcement officer for questions regarding the violation(s) and compliance, to request an extension of the compliance date, or to schedule an inspection to verify compliance. The penalty amount remains due within 30 calendar days. The code enforcement division can be contacted at (310) 802-5518.

To Appeal the Citation: No later than 20 calendar days after service of the citation, the responsible party may appeal the citation by requesting an administrative review. If the appeal period expires on a day that City Hall is not open for business, then the period shall be extended to the next City business day. The citation was served on XX/XX/XXXX. Thus, the City Clerk must receive your appeal no later than XX/XX/XXXX. An appeal shall be given to the City Clerk in writing and shall be accompanied by a deposit of \$1500 and the full amount of the administrative penalty or by written proof of financial hardship. Proof of financial hardship shall consist of tax returns, bank statements, salary statements or similar documentation demonstrating that the responsible party is unable to deposit the full amount of the administrative penalty. The City Manager shall determine whether the deposit shall be reduced or waived due to financial hardship. Mail or hand-deliver your appeal to:

CITY CLERK
CITY OF MANHATTAN BEACH
1400 Highland Avenue
MANHATTAN BEACH, CA 90266