



CITY OF RANCHO SANTA MARGARITA

22112 El Paseo • Rancho Santa Margarita • California 92688-2824
949.635.1800 • fax 949.635.1840 • www.cityofrsm.org

Development Services Department
Code Enforcement Services
949-635-1800 extension 6703

CODE ENFORCEMENT APPEALS FORM

Instructions

If you have received an **Administrative Citation related to Code Enforcement or Zoning Violation**, you have a right to an appeal to contest that there was a violation(s) or that you are the responsible party by filing out this form and submitting it along with a deposit in the amount of the fine. (RSMMC Section 1.05.070 – Appeal of Administrative Citations).

Please read the description of the appeal below and complete this form and return it along with supporting documentation to the Development Services Director at the address shown above. Appeal forms must be received within **15 calendar days** of the date of issuance of the Administrative Citation.

Submittal Date:_____

Date of Administrative Citation:_____ Administrative Citation ID #:_____

Property Address:_____

Owner Name:_____

Business Name:_____

Contact Number:_____

Email address:_____

Name of Representative (if any):_____

Representative's Mailing Address/email/contact number:_____

Mayor
Carol A. Gamble

Mayor Pro Tempore
Michael Vaughn

Council Member
Anthony Beall

Council Member
Jerry Holloway L.

Council Member
Bradley J. McGirr

City Manager
Jennifer M. Cervantez

Citation and/or Violation Appeal Procedure

Contact the City's Code Enforcement Officer, as indicated on the Courtesy Notice and/or Administrative Citation if you have corrected the violation(s), or have made arrangements to correct the violation(s).

If you would like to contest the Citation and/or Violation and either a) You are not the responsible party or; b) You dispute the violation, you must submit this form along with the reason you are contesting the citation and/or violation within 15 calendar days from the issuance date of the Administrative Citation.

Violation Appeal Owner Responsibilities

If you are appealing the Courtesy Notice and/or Administrative Citation you must explain why you are contesting the issuance of the Courtesy Notice and/or Administrative Citation.

Your appeal will be reviewed at an Administrative Hearing chaired by a hearing officer designated by the City Manager (RSMHC 1.05.080). The Administrative Hearing will be no sooner than 15 days and no later than 60 days from the date this appeal form is received. You will be notified of the date, time, and place at least 10 days prior to the hearing. Failure to attend the hearing will be considered a nonappearance and failure to exhaust administrative remedies in any future legal proceeding.

If your appeal is denied all Citation fees owed to the city will be due immediately.

You may use this form to write your explanation and submit it along with any documentation that may prove your claim.

Owner Name/Representative Print

Date

Signature