

A) TYPE OF VIOLATION	
Circle One:	Warning 1st Citation 2nd Citation 3rd or Subsequent Citation
Fine Amount:	\$100 \$200 \$250 \$500 \$1,000 Other _____ Reinspection Fee: \$50
<p>Payment of \$_____ is due no later than _____. Payment may be mailed, payable to: City of Commerce, 2535 Commerce Way, Commerce, CA 90040, Attention: Finance Department / Cashier.</p> <p>If the violation is not corrected by the date specified therein and/or payment is not received by the date above, the next level of citation may be issued, other enforcement actions may occur, and penalties may be assessed up to a 100% late penalty and interest at the rate of 1% per month). Payment of fine does not excuse or discharge the failure to correct violation identified below.</p>	
B) RESPONSIBLE PARTY INFORMATION	
Person Cited: Last Name _____ First Name _____	
Mailing Address: _____	
Business Name (if applicable): _____	
C) VIOLATION(S) INFORMATION	
Date (Violation Observed): _____ Time (Violation Observed): _____	
Location of Violation: _____	
Street Address: _____	
Violation(s) Observed (Code Section and Description):	

D) CORRECTION(S) REQUIRED (with date to complete corrections)	

E) SERVICING CITATION INFORMATION	
Enforcing Officer Name: _____	Date: _____
Officer Signature: _____	
Person Cited - Signature Acknowledging Receipt: _____	Date: _____
Citation Served (Circle One): In Person By Mail Posted on Property	
<p>The failure to correct any violation as referenced in this citation could result in the recordation of a declaration of substandard property with the Los Angeles County Recorder's Office.</p> <p>This citation may be appealed within 21 calendar days from the date of issuance. To request an appeal, a Request for Administrative Citation Appeal form is available at City Hall and at www.ci.commerce.ca.us</p>	

IMPORTANT - READ CAREFULLY

Administrative Citation: Commerce Municipal Code ("CMC") Chapter 1.13 allows the City to issue administrative citations for all violations of the CMC. **Every day a violation exists constitutes a new violation.** Subsequent violations of the same or different provisions of the CMC 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 CMC Section 1.13.100 by filling out this Administrative Citation Appeal form, and submitting the form, along with an advanced deposit of the fine, within 21 calendar days from the date the administrative violation is issued to: the Office of the City Clerk—Commerce City Hall, 2535 Commerce Way, Commerce, California 90040. 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 Request a Financial Hardship Waiver: You may request a waiver of the advanced deposit of the fine by completing the Request for to Establish a Financial Hardship, along with documented proof of financial hardship. The Request to Establish Financial Hardship is an administrative penalty payment waiver only. **Filing of this form does not mean you will qualify, and it does not extend the 21-calendar day appeal period. If the administrative citation is upheld, the administrative penalty is due and payable to the City of Commerce.**

How to Pay Fine: The amount of the fine is indicated on the front of the administrative citation. Payment may be mailed, payable to: City of Commerce, 2535 Commerce Way, Commerce, CA 90040, Attention: Finance Department / Cashier. Please write the citation or account number on your check or money order. The citation must be paid or appealed by the due date. **Payment of the fine does not excuse the failure to correct the violation nor does it prevent further enforcement action by the City of Commerce.**

Consequences for Failure to Pay the Fine: A penalty of 50% percent is added on any delinquent fines on the last day of each month after the due date and 100% is added if not paid within 60 calendar days. Additionally, delinquent fines accrue interest at the rate of 1% 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 (323) 722-4805, extension 2293.

A full description of the hearing process regarding this administrative citation can be found at CMC Chapter 1.13.