



**CITY OF SANTA CRUZ ADMINISTRATIVE CITATION  
FOR VIOLATION OF SANTA CRUZ MUNICIPAL CODE  
AND/OR REGULATIONS GOVERNING SIDEWALK VENDING**

CITATION NO. \_\_\_\_\_

- ☐ **Persons with valid permits, per SCMC 5.82.110(a):** ☐ **First Citation = \$100;**  
☐ **Second Citation within 1 Year = \$200;** ☐ **Each Subsequent within 1 Year = \$500.00**
- ☐ **Persons without valid permits, per SCMC 5.82.110(b):** ☐ **First Citation = \$250;**  
☐ **Second Citation within 1 Year = \$500;** ☐ **Each Subsequent within 1 Year = \$1000.00**

DATE OF VIOLATION: (mo.)____(day)____(yr.)____	TIME OF VIOLATION: AM / PM	DAY OF THE WEEK:	LOCATION OF VIOLATION:
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Name:	Sidewalk Vending Permit No. (if applicable):		
Address:	City:	State:	Zip Code:
Mailing Address (if different):	City:	State:	Zip Code:

Driver Lic. or Identification No:	State:	Exp:	Birth date:
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<u>Municipal Code or Regulation Violated</u>	<u>Brief Description</u>	<u>Fine Amount</u>
<input type="checkbox"/> SCMC 5.82.040(a)	NO Sidewalk Vending Permit	\$ _____
<input type="checkbox"/> SCMC 5.82.050(c)	Conditions: _____	\$ _____
<input type="checkbox"/> SCMC 5.82.080	Restricted Location: _____	\$ _____
<input type="checkbox"/> SCMC 5.82.090(a)	NO Parks Permit	\$ _____
<input type="checkbox"/> _____	_____	\$ _____
<input type="checkbox"/> _____	_____	\$ _____

**TOTAL FINE DUE \$ \_\_\_\_\_**

Payment is due within 30 calendar days of the citation date. A late fee will be assessed if not paid timely.

**You are being issued an ADMINISTRATIVE CITATION. You are hereby ordered to correct said violation(s) immediately. If you are not in compliance within one hour of the time listed above, you may incur additional fines. Payment of a fine does not excuse a continued violation.**

Issuing Employee/Officer Name:	Issuing Employee/Officer Signature:	Date:
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**For questions regarding this citation, contact the Code Compliance Division at (831) 420-5110.**

**Make Check Payable and Mail to:  
City of Santa Cruz, Finance Department  
1200 Pacific Avenue, Suite 290, Santa Cruz, CA 95060  
(Please reference the citation number on your check or include a copy of this citation with payment)**

**You have a right to appeal this citation within 10 calendar days. If you do not appeal, you waive your right to appeal. You also have the right to request an ability-to-pay determination at any time before the assessed fine has been paid.**

**SEE REVERSE SIDE FOR MORE INFORMATION**

### **Appeal Rights (Contesting the Citation)**

**Who Can Contest:** Any person who receives an administrative citation may contest either: (1) their responsibility; and/or (2) the occurrence of the violation(s). If you wish to seek an ability to pay determination, please see below.

**How to Contest:** You may contest this citation within 10 days of the date listed on the violation. Pursuant to SCMC Chapter 4.20, you have the right to contest this citation at a hearing before an independent hearing officer. To request a hearing, complete the section below (Request for Hearing) and deliver or mail it, together the hearing fee and the Total Fine Due to:

**City of Santa Cruz, Code Compliance Division  
809 Center Street, Room 107, Santa Cruz, CA 95060**

**Your Request for Hearing, deposit of the Total Fine Due, and the hearing fee must be received or postmarked within ten (10) calendar days of the date the citation was issued or you lose your right to contest the citation.**

**Hearing Fees:** \$50 for a total fine of \$100 or less; \$100 for a total fine of \$101-200; \$150 for a total fine of \$201-499; \$300 for a fine of \$500 or more.

**Advance Deposit Hardship Waiver:** If you are financially unable to make the advance deposit of the fine, you may request a waiver. Waiver requests must be made at the time you submit your Request for Hearing and can be submitted in instead of the Total Fine Due. You can request a Waiver Application from the **Code Compliance Division at (831) 420-5110**. This form is also online at the web address provided at the bottom of this page. If your waiver request is denied, you must remit the advance deposit of the fine within ten (10) days of the date of that decision or you lose your right to contest the citation.

**Hearing Procedure:** After you have properly requested a hearing and paid the sums due (or received a waiver), you will be notified in writing of the location, date, and time set for your hearing. If you are unable to appear on the scheduled hearing date, you have one opportunity to reschedule and must do so promptly, otherwise you will lose your opportunity for a hearing. If you fail to appear at your hearing, you will lose your entire deposit, as well as your chance for another hearing. At the hearing, you will have the opportunity to tell the hearing officer why either: (1) you are not the responsible party for the citation; and/or (2) the violation(s) did not occur. The enforcement officer will explain why the citation was given.

**Written Decision:** The hearing officer will issue a written decision to uphold or cancel the administrative citation with reasons within ten (10) days after the conclusion of the hearing. You will receive a copy of the hearing officer's written decision. If the hearing officer agrees with you the hearing officer will require the City to return the hearing fee and the advance deposit of the Total Fines Due. If the hearing officer agrees with the City, the City shall keep those funds.

**Collection:** The City may collect any past due administrative citation fines by use of all available legal means. If you fail to pay any obligation when due, you will be liable in any action brought by the City.

### **REQUEST FOR HEARING**

**1) Name:**

**2) Mailing Address:**

**3) Phone Number:**

**4) Reason for Appeal:**

**5) Amount Enclosed (Hearing Fee + Total Fine Due):**

### **Ability-to-Pay Determination**

You have the right to request an Ability-to-Pay Determination which may substantially reduce the amount of the Total Fine Due. This right is separate from your right to contest the citation. There is no cost to request an Ability-to-Pay Determination and you can do so at any time before the fine has been paid.

You can request an Ability-to-Pay Determination Form from the **Code Compliance Division at (831) 420-5110**. This form, and the form to request an Advance Deposit Hardship Waiver are also available online at:  
<https://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/code-compliance>.