



PLANNING & DEVELOPMENT DEPARTMENT

Appeal To Administrative Citation

If you wish to appeal the Administrative Citation, please deliver this form to the Code Enforcement Division, 400 S. Vicentia Avenue, Suite 120, Corona. This must be accomplished no later than 15 calendar days from the date the Administrative Citation was issued. You must pay, as a deposit, the full amount of the citation, at the time you file the appeal.

Amount of Appeal: \$ _____

CITATION ISSUED TO:

Name: _____

Mailing Address: _____

Daytime Phone: _____

CITATION ISSUED BY:

Dated: _____

Citation Number: _____

Property location: _____

Section 1.08.160 (A) of the Corona Municipal Code states that the request for appeal shall consist of **a detailed written explanation as to why the specific sections on the citation are being contested**. In the area provided below, give a *detailed* account of why you are contesting this citation. Please note that without being specific as to why you contest the charges, your appeal will be sent back to you to re-write and return by the codified time frame of fifteen (15) days from date of issuance. You may attach extra sheets of paper as needed.

Appealed by: _____
Signature Date