



ADMINISTRATIVE CITATION INSTRUCTIONS *IMPORTANT – READ CAREFULLY*

ADMINISTRATIVE CITATION: An administrative citation is a fine for a violation of the Dublin Municipal Code (DMC) and allows the City to handle infractions administratively rather than issue a criminal citation processed through court. This citation is issued pursuant to DMC Chapter 1.06. Each day the violation continues is a separate and distinct offense and subject to additional citations. Fines for violation are established by DMC Chapter 1.06.

RIGHTS OF APPEAL: You have the right to appeal this Administrative Citation. Administrative citations may be appealed by completing a **Request for Hearing Form** and returning it to the City **within ten (10) days from the date of the citation with a deposit of the fine amount or an Advance Deposit Hardship Waiver Request Form**. Administrative hearing forms can be downloaded on the City's website. You may also request a form from the City Manager's Office by calling 925-833-6650 or by emailing City.Manager@dublin.ca.gov. Upon timely receipt of a properly completed form and deposit the City shall set a date for a hearing not less than fifteen (15) days and not more than sixty (60) days from the date the request for a hearing is filed. Failure to appeal the citation within the time required shall constitute a waiver of your right to contest the citation.

ADVANCE DEPOSIT HARDSHIP WAIVER: If you are financially unable to deposit the fine amount but wish to contest the citation, you must complete an Advance Deposit Hardship Waiver Request Form and return it to the City along with the Request for Hearing Form, due **within ten (10) days from the date of the citation**. If the waiver is denied all the requirements as described above shall remain in full force and effect substituting the date of the waiver denial for the date of the citation. If the waiver is granted the appeal process shall proceed as described above without the requirement of an advance deposit. This form can be downloaded on the City's website. You may also request the form from the City Manager's Office by calling 925-833-6650 or by emailing City.Manager@dublin.ca.gov

HOW TO PAY FINE: The amount of the Administrative Fines and Fees is listed on this Administrative Citation and must be paid to the City of Dublin within **thirty (30) days** from the date of this Citation. Enclose the Administrative Citation with your payment and write the citation number on your payment.

Mail to: City of Dublin—Administrative Services Department
Attn: Administrative Citation Processing
100 Civic Plaza
Dublin, CA 94568

You may pay also pay in person at Dublin Civic Center located at 100 Civic Plaza, Dublin, CA 94568. Payment should be in the form of check or by credit card (in person only). Payment of Administrative Fines does not permit any continuation or repeated occurrence of the Municipal Code violation(s) listed on this Administrative Citation.

CONSEQUENCES OF FAILURE TO PAY THE FINE: Failure of the responsible person to pay the fine assessed by the Administrative Citation will result in the City using all available legal means to collect any past due fines and other related costs. If the violation(s) is/are not corrected within the time frame specified on the Administrative Citation, another administrative citation may be issued to you for the same or increased amount and/or additional enforcement options may be used to gain compliance. These options include, but are not limited to civil penalties, abatement, criminal prosecution, and civil litigation.

City Council
925.833.6650

City Manager
925.833.6650

Community Development
925.833.6610

Economic Development
925.833.6650

Finance/IT
925.833.6640

Fire Prevention
925.833.6606

Human Resources
925.833.6605

Parks & Community Services
925.833.6645

Police
925.833.6670

Public Works
925.833.6630

100 Civic Plaza
Dublin, CA 94568
P 925.833.6650
F 925.833.6651
www.dublin.ca.gov