

Please note:

- Each violation being appealed must have the reason/ explanation as to why an appeal is being requested for that specific violation.
- For most cases, if your appeal is timely and complete, a hearing will be set not less than fifteen (15) days and not more than sixty (60) days from the date the appeal is filed. Stop work order and stop use order appeals will be scheduled within 10 days from the date the appeal is filed. FOG appeals will be scheduled within thirty (30) days of the city's mailing of a notice of hearing.
- Unless instructed otherwise in a notice, citation or order, mail this completed appeal form and payment of penalty amount to:

City of Carlsbad, Code Enforcement Division
1635 Faraday Avenue
Carlsbad, CA 92008

- Checks, cashier's checks, or money orders must be made payable to "City of Carlsbad." Do not send cash.

Administrative citation appeals (excluding FOG appeals):

- Payment of the administrative citation penalty must be received within thirty (30) days of the date of citation in order for an appeal hearing to be scheduled. If the citation is dismissed or cancelled, a refund of the citation penalty paid shall be issued.
- In lieu of payment of the administrative citation penalty, the appellant may file an [advance deposit hardship waiver request](#) within ten (10) days of the date of the administrative citation.

Appeal bodies:

- Administrative citations, notices of violation for public nuisance, notices of pending administrative enforcement action and civil penalties are appealable to an administrative hearing officer.
- Stop work orders and stop use orders are appealable to the city manager or designee, followed by an administrative hearing officer.
- Proposed administrative cost liens are appealable to the Planning Commission, followed by the City Council.

Declaration

I declare under penalty of perjury under the laws of the State of California that my statement and all attached pages are true, correct and complete.

Signature: _____ Date: _____

Name Printed: _____