



## NOTICE OF VIOLATION

SAN MATEO COUNTY  
PLANNING AND BUILDING DEPARTMENT  
CODE ENFORCEMENT DIVISION, 455 COUNTY CENTER  
REDWOOD CITY, CA 94063 (650)363-4825

ATTACHMENT B

DATE \_\_\_\_\_ TIME \_\_\_\_\_

An inspection of the premises located at \_\_\_\_\_  
in the County of San Mateo revealed the following San Mateo Code violation(s)

Name of Property Owner:	Phone#
Address if Different Than Violation(s):	

### **THE VIOLATION(S) MUST BE CORRECTED BY \_\_\_\_\_**

A REINSPECTION WILL BE MADE ON OR AFTER THE CORRECTION DATE TO  
VERIFY COMPLIANCE. **SEE REVERSE SIDE FOR FAILURE TO COMPLY NOTICE**

**SECTION(S) VIOLATED** Please note items checked below for compliance requirements.

- ☐ **1.12.010(5) Inoperative, wrecked, or dismantled vehicle(s), trailer(s), or boat(s):** You must remove all inoperative vehicles from the property. Do not relocate onto public street.
- ☐ **1.12.010(4) Accumulation of debris, garbage, refuse, litter, junk, lumber, boxes broken or discarded furniture and/or household items etc.:** You must clear property of any and all accumulation of any of the above mentioned items, and/or \_\_\_\_\_.
- ☐ **1.12.010(4) Overgrown and/or dead weeds and/or other vegetation:** You must clear property of all overgrown and/or dead vegetation.
- ☐ **1.12.010 Any attractive nuisance, dangerous to children, injurious to health, including abandoned equipment, excavations etc.:** You must abate any attractive nuisance from property, including: \_\_\_\_\_
- ☐ **6412(a)(b) Fences, walls, and hedges shall not exceed four (4) ft. in height in front yard and six (6) ft. in height in rear yard areas:** You must reduce fence, wall, and/or hedge to not exceed the required height limitations.
- ☐ **8602.0 Excavating, grading, filling, and/or land clearing without an approved grading permit is prohibited:** Immediately cease all work, apply for and obtain a grading permit with the Planning Department.
- ☐ **12.020. Permit Required to cut, remove, destroy any significant tree, whether indigenous or exotic, on any private property:** You must apply for and obtain an after the fact tree-cutting permit with the Planning Department.
- ☐ **Contact the San Mateo County Planning Dept. at the above address or (650) 363-1825**
- ☐ **Other** \_\_\_\_\_
- ☐ **Other** \_\_\_\_\_
- ☐ **Other** \_\_\_\_\_
- ☐ **Other** \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on the date shown above.

\_\_\_\_\_  
SIGNATURE / PRINT NAME OF ISSUING OFFICER

White (office)

Yellow (violator)

Pink (file)

## IMPORTANT • PLEASE READ

If the violation(s) is not corrected by the date specified on the front side of this Notice of Violation, an ADMINISTRATIVE CITATION may be issued and penalties imposed starting at \$100.00 for the first citation, \$200.00 for the second citation, and \$500.00 for the third and subsequent citations for the violations of the same County of San Mateo Ordinance Code section in 36 months. Additional enforcement actions such as administrative abatement, civil penalties, revocation of permits, recordation of notice of violation, withholding of future permits, criminal prosecution and/or civil injunction may be utilized to correct this violation(s).

### Consequences of Failure to Correct Violations:

There are numerous enforcement options that can be used to encourage the correction of the violation(s). These options include, but are not limited to: civil penalties, criminal prosecution, civil injunction, withholding of future permits, abatement, property lien, and recordation of the violation(s) with the County Recorder's office. These options can empower the County to collect fines of up to \$100,000, to demolish structures or make necessary repairs, and abate nuisance at the owner's expense. Any of these options or others may be used if the administrative citations do not achieve compliance.

**AVISO IMPORTANTE, si desea una traducción, favor de llamar al número (650) 363-4825 dentro de las horas de 7:00 a.m. y 4:00 p.m.**



SAN MATEO COUNTY  
ADMINISTRATIVE CITATION

**ATTACHMENT B**

**IMPORTANT - READ CAREFULLY THE LAW REQUIRES**

**Administrative Citation:** The San Mateo County Ordinance Code Section 1.40.050 provides for the issuance of administrative citations for Code Violations. There are three levels of citations that can be issued progressively for a violation. The fines, as indicated on the front of the citations, are \$100.00 for the first citation, \$200.00 for the second citation, and \$500.00 for the third and subsequent citations for violations of the same San Mateo County Code section within 36 months. These citations may be issued each day the violation(s) exists. A warning, if issued, does not incur a fine, and therefore, may not be appealed.

**How to Pay Fine:** The amount of the fine is indicated on the front of the administrative citation. You may pay by mail or in person at 455 County Center, 2<sup>nd</sup> floor, Planning and Building Department, Redwood City, CA 94063. Payment should be made by personal check, cashiers' check, or money order, payable to San Mateo County. Please write the citation number on your check or money order.

If the citation is not paid or appealed within thirty (14) days from the date of issuance or mailing of the citation, whichever is later, a late payment charge will be added as specified in the schedule of penalties. Please follow the instructions to ensure proper processing of your payment. Payment of the fine shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the County of San Mateo.

**Consequences of Failure to Pay Fine:** The failure of any person to pay the fine assessed by the administrative citation within the time specified on the citation may result in any legal remedy available to collect such fee. The County has the authority to collect all costs associated with the filing of such actions. Failure to pay fine requirements may be found in the San Mateo County Ordinance Code Section 1.40.140.

**Consequences of Failure to Correct Violations:** There are numerous enforcement options that can be used to encourage the correction of the violation(s). These options include, but are not limited to: civil penalties, criminal prosecution, civil injunction, withholding of future permits, abatement, lien and recordation of the violations with the County Recorder. These options can empower the County to collect fines up to \$100,000, to demolish structures, make necessary repairs, and abate nuisance at the owner's expense. Any of these or other options may be used if the administrative citations do not achieve compliance.

If you need further clarification about payment of the citation, please call San Mateo County Code Enforcement at (650) 363-4825.

If you need further information about the violation(s) and/or how to comply, please contact the officer designated on the front of the citation.

**Rights to Appeal:** You have the right to file an appeal of the administrative citation within thirty (14) days from the citation date together with a Request for Hearing form and advanced deposit of the fine. An appeal must be in writing and sent to 455 County Center, 2<sup>nd</sup> floor, Redwood City, CA 94063, attention of the "Administrative Hearing Coordinator." A properly filed appeal will result in an administrative hearing.

Failure of any person to properly file a written appeal within the specified time shall constitute a waiver of his or her right to an administrative hearing and adjudication of the administrative citation.

A full description of the hearing process for the County's administrative hearing for Ordinance Code violations and your rights in that process are found in the San Mateo County Ordinance Code Sections 1.40.090, 1.40.100, and 1.40.110.

**AVISO IMPORTANTE, si desea una traducción, favor de llamar al número  
(650) 363-4825 dentro de las horas de 7:00 a.m. y 4:00 p.m.**

Date	Location of Violation	APN#
Name of Property Owner		CASE#
Mailing Address (If Different Than Violation)		
City	State	Zip
Violations within a 36 month period: <input type="checkbox"/> 1 <sup>ST</sup> CITATION \$100.00 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$200.00 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500.00 & any subsequent violations.		<b>FINE Due By:</b> ____/____/____  Refer To The Back Of This Citation For Information On Paying The Amount Indicated. <b>CONTACT THIS OFFICE @ (650) 363-4825</b>
<b>REQUIRED CORRECTIONS MUST BE MADE BY:</b> ____/____/____		
<b>Description of Violations</b>		<b>Required Corrections</b>
<input type="checkbox"/> <b>1.12.010(5):</b> Inoperative, wrecked, or dismantled vehicles, trailers or boats.		Remove any & all inoperative, wrecked, or dismantled vehicles from property. Do not relocate onto street.
<input type="checkbox"/> <b>1.12.010(4):</b> Accumulation of debris, garbage, refuse, litter, junk, lumber broken/discarded household items etc.		Clear property of any and all debris, garbage, refuse, litter, junk, lumber, broken/discarded household items and/or _____
<input type="checkbox"/> <b>1.12.010(4):</b> Overgrown or dead weeds and/or other vegetation.		Clear property of all overgrown and/or dead weeds and/or other vegetation.
<input type="checkbox"/> <b>1.12.010:</b> Any attractive nuisance, dangerous to children, injurious to health, including abandoned equipment, excavations etc.		Abate the following nuisance: _____ _____ _____
<input type="checkbox"/> <b>6412:</b> Fences, walls, and hedges, shall not exceed: (4) ft ht. in front yard and (6) ft. ht. in rear yard areas.		Reduce fence, wall and/or hedge to appropriate height.
<input type="checkbox"/> <b>12,020:</b> Permit required to cut, remove, destroy any significant tree, whether indigenous or exotic, on private property		Apply for and obtain an after-the-fact tree-cutting permit with the County of San Mateo Planning Department. (650) 363-1825
<input type="checkbox"/> <b>8602.0:</b> Excavating, grading, filling and/or land clearing without an approved grading permit is prohibited.		<b>You must cease all work</b> and immediately apply for and obtain a grading permit with the County of San Mateo Planning Department. (650) 363-1825
<input type="checkbox"/>		
Signature of Issuing Officer		Printed Name of Issuing Officer

X

White (office)

Yellow (property owner)

Pink (file)