



# DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE CITATION

Citation No. \_\_\_\_\_

Issuance Date: \_\_\_\_\_

**WARNING**     
  **1st Citation** \$100     
  **2nd Citation** \$200     
  **3rd Citation** \$500     
  **4th & Subsequent Citation** \$1000

Payment of \$\_\_\_\_\_ is due no later than (See payment instructions)

Correction of the violations indicated below must be completed by: \_\_\_\_\_  
 If you fail to correct the violations by this date, a citation may be issued.

Person Cited:	Responsible Party
Mailing Address:	<input type="checkbox"/> Agua Caliente Airstrip <input type="checkbox"/> Borrego Valley Airport <input type="checkbox"/> Fallbrook Airpark <input type="checkbox"/> Gillespie Field <input type="checkbox"/> Jacumba Airport <input type="checkbox"/> McClellan-Palomar Airport <input type="checkbox"/> Ocotillo Airport <input type="checkbox"/> Ramona Airport
Violation Address:	Phone #:

Code Section Violated	Date Observed	Description of Violation
<input type="checkbox"/> Section 72.246		<b>Runway Incursion - TRESPASS ON AIRPORT RUNWAYS PROHIBITED</b>
<input type="checkbox"/> Section 85.411		<b>VPD (All) - RESTRICTED AREAS.</b> No person shall enter any area which is posted with signs reading "restricted" "closed to the public", or the like, except: (a) Persons assigned to duty in such area; (b) Persons authorized by the airport manager; (c) Passengers, under appropriate supervision, entering such areas for the purpose of embarkation or debarkation.
<input type="checkbox"/> Section 85.417		<b>VPD (All) - USE OF ROADS AND WALKS.</b> No person shall travel on the airport property other than on the roads, walks, and places appropriate to the type of travel, nor shall any person use said roads, walks, or other places in such a manner so as to hinder or obstruct the property usage thereof by others.
<input type="checkbox"/> Section 85.451		<b>VPD (Motor Vehicles) - GENERAL.</b> Motor vehicles shall be operated on the airport in strict compliance with the applicable provisions of the San Diego County Code
<input type="checkbox"/> Section 85.452		<b>VPD (Motor Vehicles) - RESTRICTED AREAS.</b> No motorized equipment or vehicles shall be operated on the aircraft aprons of the field or on the taxiway and aircraft landing area, except by persons assigned to duty in those areas or by persons so authorized by the airport manager.
<input type="checkbox"/> Section 85.455		<b>VPD (Delivery Carriers) - COMMON CARRIERS.</b> No bus, truck, taxi or other common carrier or vehicle for hire shall load or unload passengers or personal property at any place on the airport other than that place or those places designated by the airport manager.
<input type="checkbox"/> Section 85.453		<b>Excess Speed - SPEED.</b> Motor vehicles shall be operated in strict compliance with the speed limits prescribed by the airport manager and indicated by posted traffic signs. In no event shall any motor vehicle, except emergency vehicles in any emergency situation, exceed a speed of twenty-five (25) miles per hour.
<input type="checkbox"/> Section 85.454		<b>Illegally Parked Vehicles - PARKING.</b> Vehicles shall be parked on the airport in the manner and at the locations indicated by posted traffic signs.

Corrections Required: \_\_\_\_\_

ENFORCING OFFICER:  
 Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

PERSON CITED:  
 Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Citation Served:     In Person (To: \_\_\_\_\_)     Posted on Property     By Mail  
 By:                     Other:

## **ADMINISTRATIVE CITATIONS**

County Code Sections 18.101-18.116 provides for issuance of administrative citations for County Code violations. There are four levels of citations that can be issued progressively for a violation. The fines, as indicated on the top of the citation, are \$100 for the First Citation, \$200 for the Second Citation, \$500 for the Third Citation, and \$1000 for the Fourth and subsequent Citations. These fines are cumulative. A warning, if issued, does not incur a fine and, therefore, is not appealable.

## **ORDER**

You are ordered to:

- (1) immediately cease committing the code violation(s) listed on the accompanying citation form,
- (2) make correction(s), and
- (3) not repeat the violation(s).

## **RIGHTS OF APPEAL**

You have the right to appeal this administrative citation within 14 business days from the date the citation was issued. An appeal must be made on a Request for Hearing form and include a return address, a basis for the appeal in detail, and be accompanied by all owed accumulated fines related to the violation. Forms may be obtained from the issuing officer designated on the citation form. An appeal will result in an administrative hearing.

Failure of any person to properly file a written appeal within 14 business days shall constitute a waiver of his or her right to an administrative hearing and adjudication of the administrative citation and you will forfeit any fine paid.

## **HOW TO PAY FINE**

The amount of the fine is indicated on the top of the administrative citation and is due within 30 days of the issue date of the citation. You may pay by mail or in person. Payments should be made by personal check, credit card, cashier's check or money order payable to the San Diego County Treasurer, at the address below. Please write the citation number and record ID number on your check or money order.

County of San Diego  
Department of Public Works  
5510 Overland Ave, Suite 110  
San Diego, California 92123  
ATTN: Cashier

If the fine is not paid within 30 days of the issue date of the citation, you will receive a Delinquent Notice from the Finance Department and a 50% penalty fee will be assessed in addition to the original fine.

If you need further clarification about payment of the citation, please call the issuing officer designated on the front of this citation form.

**Payment of any fine shall not excuse the failure to correct the violation nor shall it bar further enforcement by the County.**

## **CONSEQUENCES OF FAILURE TO PAY THE FINE**

The failure of any person to pay the fine assessed by an administrative citation within 30 days of the issuing date of the citation or the due date on a Delinquent Notice may result in a lien against your property, turning the account over to a collection agency, filing a claim with the Small Claims Court or any legal remedy to collect such money. The County has the authority to collect all costs associated with the filing of such actions.

## **CONSEQUENCES OF FAILURE TO CORRECT VIOLATIONS**

There are numerous enforcement options that can be used to encourage the correction of violations. These options include, but are not limited to, abatement, criminal prosecution, civil litigation, recording the violation with the County Recorder and forfeiture of certain State tax benefits for substandard residential rental property.

If you need further information about the violations and/or how to comply, please call the enforcement officer designated on the administrative citation.