

**CODE ENFORCEMENT**

**ADMINISTRATIVE CITATION SUMMARY**

To improve the quality of life for Covina residents and business owners by reducing the number of code violations through the encouragement of expedient compliance; and, to protect the health, safety, and welfare of the general public by minimizing potentially harmful municipal code violations the City of Covina has adopted Ordinance 04-1900: Community Improvement and Administrative Citations.

Courtesy Notice: Is the initial notification of violations and the process is as follows: The Enforcement Officer discovers a Municipal Code violation(s) either by responding to a complaint or being witness to the violation(s) and may proceed with a Courtesy Notice as follows:

Notification shall indicate the violation(s).

Notification shall indicate what needs to be done to remedy the violation(s).

Notification shall indicate the date the violation(s) needs to be voluntarily complied by.

Enforcement Officer provides the date the violation(s) need to voluntary comply by.

Voluntary compliance is between 3 and 30 days.

The number of days to voluntarily comply by is determined by the severity of the violation(s).

The number of days to voluntarily comply by is determined by the Enforcement Officer's reasonable judgment.

### Notification:

Personally delivered to the Responsible Party, or Sent by first-class mail to the Responsible Party or Posted on the property. No extensions are granted for Courtesy Notices.

### First Administrative Citation:

Is issued if the violation is not abated by the date set forth in the Courtesy Notice; or if the violation was abated by the date set forth in the Courtesy Notice, but a second violation of the same ordinance is committed within a twelve (12) month period commencing with the date of the Courtesy Notice. First fine: \$50.00 and violations must be abated within ten (10) calendar days from the date of the first administrative citation and shall clearly indicate "SECOND ATTEMPT TO OBTAIN COMPLIANCE," and notification to the party that should the violation not be abated an additional fine will apply in the amount of \$150.00. If violation is abated, then \$50.00 fine is waived. Extensions of Time to Abate (1.26.080) All requests for extensions must be in writing and due to a hardship. Only a one-time extension, up to thirty (30) days, may be granted. The Community Development Director or his/her designee may grant, under their discretion, an extension to abate the violation. If the case has been referred to a Hearing Officer, extensions may not be granted. Any previous fine will be reinstated and must be paid prior to an extension being granted.

### Second Administrative Citation:

The same process applies as in the First Administrative Citation; however, the following changes apply. The first fine shall be reinstated and paid. Second fine is \$150.00. The Second Administrative Citation shall clearly indicate "THIRD ATTEMPT TO OBTAIN COMPLIANCE." Notification to the party that should the violation not be abated an additional fine will apply in the amount of \$500.00.

### Third Administrative Citation:

The same process applies as in the First Administrative Citation; however, the following changes apply. The second fine shall be reinstated and paid. Third fine is \$500.00. The Third Administrative Citation shall clearly indicate: "FOURTH ATTEMPT TO OBTAIN COMPLIANCE – FAILURE TO COMPLY MAY RESULT IN FURTHER FINES OR PUBLIC NUISANCE PROCEEDINGS AND OTHER ENFORCEMENT ACTIONS – ALL COSTS ASSOCIATED WITH PUBLIC NUISANCE PROCEEDINGS MAY BE LIENED AGAINST THE SUBJECT PROPERTY IF NOT PAID BY THE RESPONSIBLE PARTY."

### Fourth and Subsequent Administrative Citations:

The City may either pursue Public Nuisance Proceedings and other actions available at law or equity, or the City may issue a Fourth Administrative Citation. The third fine shall be reinstated and paid. Fourth fine is \$500.00. The Fourth Administrative Citation shall clearly indicate: "FIFTH ATTEMPT TO OBTAIN COMPLIANCE – FAILURE TO COMPLY MAY RESULT IN FURTHER FINES OR IN PUBLIC NUISANCE PROCEEDINGS AND OTHER ENFORCEMENT ACTIONS – ALL COSTS ASSOCIATED WITH PUBLIC NUISANCE PROCEEDINGS MAY BE

LIENED AGAINST THE SUBJECT PROPERTY IF NOT PAID BY THE RESPONSIBLE PARTY.”

Fifth and Subsequent Administrative Citations:

Fifth and each Subsequent Administrative Citation shall be in the amount of \$500.00 per citation and shall be cumulative.

**Code Enforcement Section**

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