



# Options for Recipients of an Administrative Citation for Violations of the Burbank Sustainable Water Use Ordinance

**The intent of the Sustainable Water Use Ordinance is to protect our drinking water supplies. Correction of the water waste violation is the first and most important step.**

**Additionally, your options are to:**

## 1. CORRECT THE VIOLATION AND PAY THE FINE

Correcting the water waste violation is the first step. If you do not correct the violation, you may receive additional fines. Fines are \$100 for the first violation, \$200 for the second violation, and \$500 for every violation thereafter. To pay the fine, please follow the directions on the citation.

## 2. CORRECT THE VIOLATION, PAY THE FINE, AND ATTEND A WORKSHOP TO RECEIVE FINE REIMBURSEMENT

Recipients of an initial citation (\$100 fine) may attend a BWP sponsored water conservation workshop and receive reimbursement of the fine.

- Correct the water waste violation
- Pay the fine as instructed on the citation
- Enroll in a BWP sponsored water conservation workshop. Please make sure to note that you are attending the workshop as part of receiving fine reimbursement.

Enroll in a workshop here: <http://www.surveymonkey.com/s/BWPLandscape>

- The BWP account holder must be the person attending the workshop. Make sure to show identification and sign the roster the day of the workshop.
- A check refund of the fine will be mailed within 6-8 weeks after the workshop.

## 3. CORRECT THE VIOLATION, PAY THE FINE, AND REQUEST AN APPEAL HEARING

The Burbank Municipal Code allows the recipient of an Administrative Citation to contest whether a violation occurred.

- Correct the water waste violation
- Pay the fine as instructed on the citation
- Complete the City of Burbank Request for Appeal Hearing For an Administrative Citation.

Mail or deliver the completed form along with the fine amount to:

**BWP Conservation, 164 W. Magnolia Blvd., Burbank CA, 91502.**

- Refer to the instructions listed on the appeal hearing form.



# City of Burbank Request for Appeal Hearing For an Administrative Citation

Name: \_\_\_\_\_  
Address of Violation: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Code/Ordinance Violation (see Administrative Citation): \_\_\_\_\_

Please state the reason(s) for the Request for Appeal. The Burbank Municipal Code (1-1108.1 (H)) allows the recipient of an Administrative Citation to contest whether a violation(s) exist or whether they are the Responsible Person. If you require more space, please attach additional sheets.

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### APPELLANT'S STATEMENT

I declare under penalty of perjury that the facts stated are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature Date

### PROCESS FOR SUBMITTING REQUEST FOR AN APPEAL HEARING:

1. An individual requesting an appeal hearing must submit this form to the City within fifteen (15) days from the date the administrative citation is served or deemed to have been served, together with an advanced deposit of the fine.
2. After receipt of the "Request for Hearing" form and fine deposit, a hearing before the Hearing Officer shall be set for a date that is not less than fifteen (15) and not more than sixty (60) days from the date that the "Request for Hearing" is filed.
3. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.
4. The failure of a recipient of an administrative citation to appear at the hearing shall constitute a forfeiture of the fine and be a bar to judicial review of the Hearing Officer decision based upon a failure to exhaust administrative remedies.

### OFFICIAL USE ONLY

Received on: \_\_\_\_\_ Within Deadline: \_\_\_\_\_ Completed Form: \_\_\_\_\_ Fine Payment: \_\_\_\_\_  
Date Yes or No Yes or No Yes or No