



**THIS DOCUMENT MAY AFFECT YOUR LEGAL RIGHTS.**  
**PLEASE READ CAREFULLY.**

Date:

Property Owner

Address

RE: Site Address:

Assessor's Parcel Number (APN):

**ADMINISTRATIVE CITATION**  
**FINAL NOTICE OF CORRECTION ORDER**

Dear \_\_\_\_\_,

On the following dates, inspections for Defensible Space, Hazardous Vegetation and Combustible Materials violations were conducted on the property referenced by Sonoma County Fire Prevention and/or the local fire district:

	Inspection Date	Inspecting Agency	Inspector Name	Notification Date-US Mail
<b>1st Insp</b>				
<b>2nd Insp</b>				

Administrative Citation and Corrective Order sent Certified mail, return receipt requested.	<b>Certified Mail Date:</b>
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Each of these inspections has found violations of state and/or local fire code regulations of the property owner's duty to maintain defensible space and abate hazardous vegetation and combustible material as specified on the Vegetation Management Inspection Report/Notice of Violation (attached). This property is a fire hazard. All property owners, occupants and persons in control of any improved or unimproved parcel of land or interest therein which is located in the unincorporated area of the County (collectively referred to as "Owner" in Chapter 13A) shall comply with the vegetation management requirements set forth in Chapter 13A. A **Notice of Violation and Order to Abate** were mailed to the property owner at the address that appears on the last County Equalized Assessment Roll on \_\_\_\_\_. This second notification of failed re-inspection was mailed on \_\_\_\_\_. Notices were also left on the property.



**ADMINISTRATIVE CITATION**

This Administrative Citation specifies the corrective actions required to be taken and orders the property owners and persons in possession to abate the hazardous vegetation or combustible material within thirty (30) calendar days. Pursuant to Sonoma County Code section 1.7.6, the violations must be corrected **no later than** \_\_\_\_\_. \$100.00 violation fine is also due on \_\_\_\_\_. This property is a significant fire hazard to the community. If the violations have not been corrected by \_\_\_\_\_ and payment has not been received by \_\_\_\_\_, for each day that the violations continue, a \$100 per day fine will continue to accrue until the violations are abated. Payment of the fine does not waive the responsibility to correct the violation.

**RIGHT TO APPEAL.** Any person adversely affected by the Administrative Citation may appeal this Administrative Citation in writing within thirty (30) calendar days after service of the Administrative Citation pursuant to Sonoma County Code sections 1-7.6 and 13A. The appeal process includes the right to an appeal hearing. If a hearing officer finds that a violation exists, you may be responsible for paying the County’s administrative costs including, but not limited to, administrative overhead, salaries, and expenses incurred as a result of the hearing.

**Failure to appeal and failure to abate by** \_\_\_\_\_. If the violations have not been abated or appealed by \_\_\_\_\_, this will become a final order. This will become conclusive evidence of the responsible party’s liability for the abatement costs and civil penalties contained therein.

This Notice constitutes final notice of the intent to abate. Failure to bring the real property into compliance with Sonoma County Code Chapter 13A subjects the owner or persons in possession of the property to civil, administrative and criminal penalties. In addition to the authority granted by law to the county fire chief in exigent situations, and pursuant to California Health and Safety Code section 14930 and Government Code section 25845, as amended, **the County Fire Marshal or his designee is authorized to enter real property and summarily abate any public nuisance determined by the county fire chief to constitute an immediate threat to public health or safety without prior notice or hearing.** The owner or person in possession of the property will be responsible for full payment of all inspection and administrative costs, abatement costs, attorneys’ fees, civil penalties, and fines.

Respectfully,

Fire Chief  
Enforcing Officer  
(707) \_\_\_\_\_

Cc: County Fire Marshal



**Sonoma County Permit and Resource Management Department**  
2300 County Center Drive #B220 Santa Rosa CA 95403 (707) 565-1152  
www.PermitSonoma.org

