

NOPA Transmittal Letter Template

[*County Letterhead*]

TO: [*Respondent Name*]
[*License/Certificate Number*]
[*Attn:*]
[*Address*]
[*City, State, Zip Code*]

FILE NO.:

Dear [*Respondent*]:

Enclosed are the required documents for a proposed [*Agricultural or Structural*] Civil Penalty action against you alleging one or more violations of California's pesticide laws and regulations. Please carefully review all the enclosed documents.

As stated in the enclosed Notice of Proposed Action, **within 20 days** of receipt you may either:

1. **STIPULATE TO (ACCEPT) THE PROPOSED ACTION:** If you do not wish to contest the charges and proposed penalty, please sign, date, and return the enclosed Stipulation and Waiver to Order, and pay the fine amount as instructed.
2. **CONTEST THE PROPOSED ACTION:** If you wish to contest the charges and proposed penalty at a hearing, please sign, date, and return the enclosed Hearing Request form. For more information on this option, please review the enclosed *Preparing for Your Pesticide Administrative Civil Penalty Hearing* brochure.

NOTICE: You are entitled to review the evidence supporting these charges in our office during regular business hours. We will provide you one copy of the case file.

If you fail to request a hearing in a timely manner, your right to a hearing is waived and a Decision and Order to Pay will be issued to you. If you request a hearing and fail to appear, the hearing may still proceed. All evidence submitted at the hearing will be considered by the Hearing Officer, and a Decision and Order will be issued to you.

Please contact our office at [*phone number*] if you have any questions.

Sincerely,

Commissioner Signature
Commissioner's Name and Official Title