



APPEAL REQUEST

Administrative Order and Civil Penalty Assessment

If you received an Administrative Order and Civil Penalty (AO/CP) from the Code Enforcement Division, you have **ten (10) days from the date of the Order** in which to either request a hearing before an administrative hearing officer or submit the written grounds for your appeal to the Code Enforcement Division. Failure to comply with such time limit shall be deemed a waiver of the right to a hearing and the adjudication of the issues related to the hearing.

(Choose only **ONE** of the following options by initialing in the box)

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I choose to request a formal appeal hearing before an administrative hearing officer. If you want a **hearing**, for which your attendance is required, please complete Parts I, II and III of this appeal request form, sign, date and return this form *along with payment of \$35.00* to: City of Longmont, Office of the City Clerk, Atten: Code Enforcement Appeals, 350 Kimbark St. Longmont CO 80501.

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I choose to request an informal review of my appeal with the Code Enforcement Manager, who will provide a written review of my appeal. If you want an **informal review**, in lieu of attending a hearing before an administrative hearing officer, please complete Parts I, II and III of this appeal request form, sign, date and return this form to: City of Longmont, Code Enforcement Division, Atten: Code Enforcement Manager - Appeals, 385 Kimbark St. Longmont CO 80501. There is no fee associated with requesting an informal review of your appeal.

Appeal of a Civil Penalty assessment must not be based on personal financial hardship, but based on an interpretation of Municipal codes or claim that the violation did not exist at location as cited.

PART 1 – IDENTIFICATION

Appellant: Name: _____
Street: _____ City: _____
State: _____ Zip: _____ Cell phone: _____
Home phone: _____ Work phone: _____
Email address: _____
AO/CP: Case# _____
Property Address: _____
Administrative Order/Civil Penalty fine assessed: \$ _____

PART II – GROUNDS FOR APPEAL

Each AO/CP must be appealed separately

Basis for Appeal: _____

Additional information or extenuating circumstances: _____

(You may attach additional pages and/or photos as needed.)

PART III – AFFIRMATIONS

(Please initial each of the following statements)

_____ I am the owner (or person responsible) for the above referenced property.

_____ I understand if I choose to request a formal appeal hearing before an administrative hearing officer, there is a \$35.00 non-refundable hearing fee that must be submitted with my request.

_____ I understand if I choose to request an informal review of my appeal, the Code Enforcement Manager will provide a written review of my appeal. There is no fee associated with requesting an informal review.

_____ I am aware that this form and any supplemental materials must be received by the appropriate City office within 10 days of the date of issuance of the AO/CP and that failure to comply with such time limit shall be deemed to waive the right to a hearing and the adjudication of the issues related to the hearing.

Appellant Signature: _____

Date: _____

The administrative review officer will issue a written decision on the civil penalty assessment within ten days of receipt of this form and will mail it to the address provided above.

Agency's Response to Informal Review of Appeal (to be completed by Code Enforcement Manager)

Date: _____

_____ Appeal Upheld

_____ Appeal Denied

Code Enforcement Manager's comments: