

CITATION APPEAL FORM

Type of Citation:

- 1) Code Compliance _____
- 2) Parking Citation _____
- 3) Animal Protection _____
- 4) Public Works _____
- 5) Alarm Citation _____
- 6) Zoning Compliance _____
- 7) Smoking Citation _____

<u>Internal Use Only</u>
Citation # _____
Citation Date: _____
Case # _____
Filing Date: _____
Date Received: _____
<input type="checkbox"/> Accepted
<input type="checkbox"/> Denied
CENB Hearing Date: _____

Owner (Print): _____
Respondent (If not owner): _____
Address: _____
City/State/Zip: _____
Phone: _____

Reason for appeal: _____

SIGNATURE: _____

NOTE: According to KRS 65.8825(5): When a citation is issued, the person to whom the citation is issued shall respond to the citation within seven (7) days of the date the citation was issued by either paying the civil fine set forth in the citation or requesting, in writing, a hearing before the Code Enforcement Board to contest the citation. If the person fails to respond to the citation within seven (7) days (fourteen days for a Parking Citation), the person shall be deemed to have waived the right to a hearing to contest the citation and the determination that a violation was committed shall be considered final. In this event, the Board shall enter a final order determining that the violation was committed and imposing the civil fine set forth in the citation.

Submit this form: (in-person) 707 E Main Avenue, (by mail) CENB Board Clerk, P.O. Box 430, Bowling Green, KY 42102-0430 (by fax) 270-393-3077 (or by e-mail): CodeCompliance@bgky.org

When a citation is issued, the person to whom the citation is issued shall respond to the citation within seven (7) days of the date the citation was issued (fourteen (14) days for a Parking Citation appeal).

Direct any questions to the Code Enforcement & Nuisance Board Clerk at (270) 393-3102

Form must be received or postmarked by _____ in order to be placed on the agenda for a hearing.
