

Violation Issued. Violator has 21 days to:

**A**

Pay Violation

**B**

Appeal violation by completing the information needed on the issued violation and return to City Hall within 21 days

**C**

No hearing is requested and payment is not received

Written hearing is requested

MHO schedules hearing within 45 days of receiving appeal

Violation Appealed or Denied

Hearings are held bi-weekly on Thursday nights in the MRR.

After receiving letter, owner can attest if he/she has not received the violation and can request a hearing.

- Letter is sent to the property owner via mail after 30 days
- An additional \$10 fee is added to the cost of the violation
- Fine must be paid within 30 days
- If owner had not received original violation then the owner may start the appeal process.

If appellant disagrees with the decision of the MHO, they may appeal as outlined by section 14 of chapter 30A

If fine remains unpaid after 30 days additional penalties and interest is assessed.

At hearing or through evaluation of written appeal:

- Did the violation occur?
- Was the violation committed by the ticketed person?

Fine and additional penalties and interest become an additional assessment on the property owner's tax bill

Violation dismissed

Appeal denied

- Lien is placed on property
- Notification is sent by certified mail to property owner of all lien costs and recovery.

Written notification of decision sent.

If appellant disagrees with the decision of the MHO, the appellant may appeal with 10 days to the appropriate court.