



TOWN OF MEDLEY CODE COMPLIANCE DEPARTMENT
CITATION APPEAL REQUEST

CITATION#: _____

CASE NO: _____

FINES: \$ _____

When an Administrative Hearing before a Special Magistrate is requested, such hearing will not be heard sooner than 20 days from the date the Civil Violation Notice was issued and all parties will be notified at the mailing address shown on the notice. You may appear with or without counsel and produce witnesses in your own behalf. You may be liable for reasonable administrative hearing costs should you be found guilty. This Petition will be presented at the next regularly scheduled meeting, and you need to be present to testify at the Special Magistrate Hearing.

When the form is complete, please send the form via email to the following recipients:

Victoria Martinez, Town Clerk at VMartinez@townofmedley.com

Jessica Diaz, Code Compliance Clerk at JDiaz@townofmedley.com

Jose Guasch, Code Compliance Chief Officer at JGuasch@townofmedley.com

After the department receives and reviews the form, you will receive a written response back confirming the date, time and location of the next available Special Magistrate Hearing. The officer also will issue a Notice to Appear Before the Special Magistrate, which you will receive by hand delivery, posting, regular and/or certified mail. Should you have any questions, please contact the Code Compliance Clerk at 305-887-9541.

INCOMPLETE FORMS WILL NOT BE ACCEPTED

Failure to pay the civil penalty and correct the violation or file a request to appeal at an administrative hearing within 20 days of service of the notice constitutes a waiver of your rights to a hearing and such waiver shall constitute an admission of violation. In such case, judgement may be entered against the violator for civil penalty shown on the Citation/Civil Violation Notice. Each day of continued violation after the time for correction has run shall be deemed a "continuing violation: subject to additional penalties. You may be liable for reasonable administrative hearing costs should you found guilty.

Property Owners' Name: _____

Petitioner Name* (if different from above) _____

*** If Petitioner is not the owner of record, you MUST provide a Power of Attorney or other legal documentation as to your relationship to the property and authority to submit this petition. Copies of documents must be attached.**

Property Address: _____

Mailing Address (if different from above) _____

Phone Number where you can be reached during the day: _____

E-mail Address: _____

Explain the reason to Appeal the Violation Notice:

Your completed application will be presented to the Special Magistrate in its entirety, along with all supporting documentation. An Order by the Special Magistrate will be issued and provided to you.

I hereby acknowledge that this application is complete as submitted.

DATE: _____ Signed: _____

STATE OF: _____ Print Name: _____

COUNTY OF: _____ FDL# _____

PERSONALLY appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, _____, who first being duly sworn, acknowledged before me that the information contained herein is true and correct. (He/She) (is/is not) personally known to me and have each produced a Florida Driver's License as identification and (did/did not) take an oath.

My Commission Expires:

_____ Date _____

Notary Public

NOTE: IF YOU ARE NOT ABLE TO COMMUNICATE OR ARE NOT COMFORTABLE EXPRESSING YOURSELF IN THE ENGLISH LANGUAGE, IT IS YOUR RESPONSIBILITY TO BRING WITH YOU AN ENGLISH-SPEAKING INTERPRETER WHEN CONDUCTING BUSINESS AT THE TOWN OF MEDLEY DURING YOUR APPEARANCE AT A HEARING. THIS PERSON MAY BE A FRIEND, RELATIVE OR SOMEONE ELSE. A MINOR CANNOT SERVE AS A VALID INTERPRETER. THE TOWN OF MEDLEY DOES NOT PROVIDE TRANSLATION DURING ANY PUBLIC HEARING OR DURING ANY QUASI-JUDICIAL PROCEEDING.

NOTA: SI USTED NO ESTÁ EN CAPACIDAD DE COMUNICARSE, O NO SE SIENTE CÓMODO AL EXPRESARSE EN INGLÉS, ES SU RESPONSABILIDAD TRAER UN INTÉRPRETE DEL IDIOMA INGLES CUANDO TRATE ASUNTOS PÚBLICOS O DE NEGOCIOS CON LA CIUDAD DE MEDLEY DURANTE SU COMPARECENCIA A UNA AUDIENCIA. ESTA PERSONA PUEDE SER UN AMIGO, FAMILIAR O ALGUIEN QUE LE HAGA LA TRADUCCIÓN DURANTE SU COMPARECENCIA EN LA AUDIENCIA. UN MENOR DE EDAD NO PUEDE SERVIR COMO UN INTÉRPRETE VALIDO. LA CIUDAD DE MEDLEY NO SUMINISTRA SERVICIOS DE TRADUCCIÓN DURANTE NINGUNA AUDIENCIA