



Special Districts Department
Water and Sanitation Division

NOTICE OF VIOLATION APPEAL FORM

Customer Information

Name (Last, First): _____
Account #: _____
Service Address: _____
Mailing Address: _____
Phone #: _____ Email: _____

In accordance with Ordinance SD 15-04, "Citation Appeals Process", any water user may appeal a Notice of Violation by filing a written notice of appeal directed to the address specified in the Notice of Violation no later than thirty (30) days from the due date for the payment of any fine. The customer must pay the fine pending appeal.

Any Notice of Violation not timely appealed shall be final. Upon receipt of a timely appeal, the matter shall be set for hearing by a designated hearing officer/panel. The hearing shall be held within a reasonable time but not to exceed thirty (30) days following receipt of the appeal. The decision of the hearing officer/panel shall be final. A written notice of the hearing shall be mailed to the customer at least ten (10) days before the date of said hearing.

I, or my designee, _____ will attend the hearing.
Designee's Name

The appeal can be heard solely on the information submitted herein.

**Please state all relevant circumstances and basis for appeal, and include any supporting documents for appeal review.
(Attach additional sheets as necessary)**

Customer Signature: _____ Date: _____

County Use Only

Log # _____	Date Received _____	Date Referred to Hearing Officer _____
Hearing Date _____	Notice of Hearing Mailed _____	Hearing Results Mailed _____