

**NEW CASTLE COUNTY
OFFICE OF CODE ENFORCEMENT
CIVIL PENALTY APPEAL FORM**

If you received a ticket from the Office of Code Enforcement, **the owner or legal representative of the property** has ten (10) business days from the date of the citation to request a Virtual Hearing before an Administrative Hearing Officer or submit a Written Appeal to the Administrative Hearing Officer. The appeal only applies to civil penalties or reinspection fees issued within 10 days and is not all inclusive of all tickets issued to the property.

NOTE: Appeals may only be submitted by the property owner or legal representative.

If you would like a **Virtual Hearing**, for which your attendance is required by computer or phone, please complete Parts I and III of this appeal form, sign, date and return this form as directed on Page 2. If you provide an email address, you will receive an email with the date/time of Virtual Hearing, as well as information on how to join the Virtual Hearing. If no email is provided, you will receive a phone number to call-in to the Hearing on the date/time assigned.

If you would like to submit a **Written Appeal** in lieu of attending a Virtual Hearing before an administrative hearing officer, please complete Parts I, II and III of this appeal request form, sign, date and return the form as directed on Page 2.

Please select one option:

- ☐ *I am requesting a Virtual Hearing. I have provided my email address and/or phone number in Part I of the Appeal form.*
- ☐ *I would like to submit a Written Appeal. I have provided my Grounds for Written Appeal in Part II of the Appeal form.*

PART I- IDENTIFICATION

APPELLANT:

NAME: _____ PHONE NUMBER: _____

MAILING ADDRESS (STREET, CITY, ZIP CODE): _____

EMAIL ADDRESS: _____

PROPERTY ADDRESS (STREET, CITY, ZIP CODE):: _____

CASE # _____ TICKET (CITATION) #: _____

CITATION(S) ISSUED: _____

