

Administrative Hearings Bureau

If the Hearing Notice says Appearance Required you are required to appear at the date and time specified on the front of this notice. Failure to appear at the date and time indicated may result in a decision and default being entered against you and you may be assessed fines, costs, and fees in addition to other relief being ordered to remedy the above violation(s). Appearance is always required for building code violations, most zoning violations, and select litter violations.

If the Hearing Notice says a plea of responsible by mail or in person is permitted you may call the Hearings Bureau to find out the amount of the fine(s). If you fail to mail your plea and payment at least seven (7) calendar days prior to the hearing or fail to plea and pay your fine in person prior to the hearing, you must appear before the Hearing Officer at the hearing date and time on the Notice of Hearing. A plea is invalid without respondent's signature. Failure to appear may result in a decision and default being entered against you and you may be assessed fines, costs, and fees in addition to other relief being ordered to remedy the violation(s).

Please note: Fines are lower if paid within ten (10) days of the date that the Violation and Notice of Hearing was served

Fines

Code Chapter	Subject	Fine (if paid within 10 days)			Fine (if paid after 10 days)		
		Offense: 1 st	2 nd	3 rd	Offense: 1 st	2 nd	3 rd
18	Buildings (general)	\$75	\$150	\$300	\$75	\$150	\$300
42	Environment	\$50	\$150	\$300	\$75	\$175	\$325
86	Solid Waste	\$25	\$50	\$200	\$25	\$50	\$225
94	Streets & Sidewalks	\$50	\$100	\$200	\$75	\$125	\$225
110	Vegetation	\$75	\$150	\$300	\$100	\$175	\$325
122	Zoning	\$100	\$200	\$500	\$125	\$225	\$500
18-146	Occupancy	\$200	\$400	\$500	\$200	\$400	\$500
94-133 & 134	Snow Removal	\$15	\$50	\$200	\$40	\$75	\$225

Fees and Costs Schedule

Administrative Hearings Bureau Costs FORMAL HEARINGS	\$250.00
Administrative Hearings Bureau Costs INFORMAL HEARINGS	\$125.00
Building Costs	\$ 75.00
Prosecution Costs	\$ 75.00
State Justice System Assessment <small>(required by State statute)</small>	\$ 10.00
Continuance/Adjournment	\$ 75.00
Default	\$ 0
Show Cause	\$ 0
Motion to Set Aside Default	\$ 50.00

***** PLEASE BE ADVISED *****

Fines, costs and fees paid to the Administrative Hearings Bureau DO NOT include any additional charges incurred for inspections or abatements, such as grass cutting, snow removal, trash/litter removal and related administrative fees charged by the Building and Code Enforcement Department.