

File Number: (Year-NOV#)
Date: (Month-day, year)

**NOTICE OF VIOLATION
AND PENALTY**

Name: (Responsible Party)

Address: (Responsible Party Address)

(Narrative)

CODE VIOLATION:

- (Code Citation)

PENALTY:

Pursuant to the penalty for this violation has been assessed at \$__. This penalty is due within 30 days to the address provided on the attached invoice.

(Inspector Name)
Environmental Compliance Inspector

Phone Number

Email

Phone Number

Email

NOTICE OF VIOLATION AND ORDER CODE AUTHORITY
Stormwater Code Enforcement -

- 1) If you have questions or don't understand the violation or what is necessary to correct it, contact . You may call the Inspector whose name, phone number and email are on this notice.
- 2) The Notice of Violation and Order shall be final and not subject to further appeal unless an aggrieved party requests in writing a review by the Director within **ten (10) days** after service of the Notice of

Violation and Order. When the last day of the period so computed is a Saturday, Sunday or federal or City holiday, the period shall run until 5:00 p.m. on the next business day. [REDACTED]

Send request to:

[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

- 3) If a responsible party fails to correct a violation or pay a penalty as required by a Notice of Violation, or fails to comply with a Director's order, the Director shall refer the matter to the City Attorney's Office for civil or criminal enforcement action [REDACTED]
- 4) In addition to penalties, these violations and failure to complete the corrective work may result in responsible party liability for City costs of corrective action and abatement, investigation costs, costs to correct the violations or other cost expenses, and loss or damage incurred by the City, plus a surcharge of 15% for administrative costs, as set forth in [REDACTED]

NOTICE OF VIOLATION AND ORDER PENALTY PAYMENT

See attached invoice for payment instructions.