



**NOTICE OF APPEAL**

PLEASE PRINT

*Complete this form and submit it to City Hall on or before the Compliance Date if you wish to appeal the Citation.*

Administrative Citation Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

**This form must be completed by the property owner.**

I am appealing the Citation because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages if needed.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
For Staff only:  
Notice rec'd date: \_\_\_\_\_ Initials \_\_\_\_\_  
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**How do I get a time extension?**

If you need more time beyond the Compliance Date to correct the violations, you may ask for a time extension. To be granted an extension, the property owner must admit the property is in violation of City Code and submit a written plan stating the action to be taken to achieve compliance. Upon determination by the City Official who issued the Citation that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the Compliance Date on the Citation.

**How do I Appeal?**

If you disagree with the City Official's findings and /or interpretation of the City Code, you may appeal the Citation or parts thereof. An appeal may only be submitted by the owner of the property. The appeal must be filed on the Notice of Appeal form to the right and submitted to the Hearing Examiner at the Community Development Department in City Hall, 11155 Robinson Drive, Coon Rapids, MN 55433. The appeal must be received on or before the Compliance Date. An appeal that arrives after 4:30 p.m. on the Compliance Date will not be accepted and the penalty or penalties will be charged. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by the Hearing Examiner.

If you are not satisfied with the Hearing Examiner's decision, you have the right to appeal to the City of Coon Rapids Board of Adjustment and Appeals. To further appeal the Board's decision, you must file an appeal with the Minnesota State Court of Appeals.

**Multiple citations within a 180-day period**

If you receive a second or subsequent Administrative Citation within 180 days of a previous Citation, City Code Section 2-1103(3) states the subsequent Citation is subject to a penalty at least twice the previous amount. If the subsequent violation is corrected prior to its Compliance Date, one-half of the penalty will be assessed to the property taxes as a special assessment.

This flyer is designed to help you understand the Administrative Citation (the "Citation") process, provide contact information, and explain how to appeal the Citation or request a time extension, if you decide to do so.

**What is the Administrative Citation Program?**

The Administrative Citation Program was authorized by the Coon Rapids City Council to encourage property owners to address violations of City Code on their properties. An Administrative Citation only imposes a penalty for violating a City Code if a property owner does not correct the violation by the Compliance Date given. Subsequent Citations may result in the charging of penalties (see the section on Multiple Citations). The Citation is not a criminal citation and you should not go to the courthouse to contest it. To appeal or request a time extension, please fill out the appropriate form to the right.

**How does it work?**

- An inspection is made of the property in response to a concern from a citizen, Councilmember, or City staff.
- If violations exist, an Administrative Citation is issued. If the violations listed on the Citation are corrected before the Compliance Date noted on the Citation, the penalty or penalties listed on the Citation are not charged unless this is a second or subsequent Citation within a 180-day period.
- Immediately following the Compliance Date, a City Official will re-inspect the property to verify that corrections have been made.
- If the violations are not corrected and an appeal is not filed, the penalty or penalties listed on the Citation will be assessed to your property taxes.
- In addition, the City may hire a contractor to abate (remedy) the violation(s) listed on the Citation from the property. The cost of abatement is charged in addition to the penalty. These charges are assessed to the property taxes and collected in the same manner as a special assessment.

**TIME EXTENSION REQUEST**

PLEASE PRINT

Complete this form and submit it to City Hall on or before the Compliance Date if you wish to request a time extension.

Administrative Citation Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

**This form must be completed by the property owner.**

I hereby waive further right to appeal this Citation and ask for a time extension of \_\_\_\_\_ days.

I understand this is a request only. I will be contacted to discuss the request, and if approved, a time extension agreement must be signed.

My plan of action I will take to achieve compliance within this extended time period is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages if needed.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
For Staff only:

Request rec'd date: \_\_\_\_\_ Initials \_\_\_\_\_

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If you have additional questions regarding the Administrative Citation program, contact the City Official listed on the Citation at the email address or phone number provided.

**Home Improvement Funding Available**

Home Improvement funding is available for eligible improvements to your property. Most of the programs have no income limits. Low interest and deferred payment loan options are available to qualified borrowers. For more information, visit the City's home improvement loan web page at <http://www.coonrapidsmn.gov/449/Home-Improvement-Loans> or call the City's Housing Programs Coordinator at 763-767-6517 or the City's home improvement loan program administrators:

CEE Lending Center at 612-335-5884, e-mail at [loaninfo@mncee.org](mailto:loaninfo@mncee.org), or view the website at [mnlendingcenter.org](http://mnlendingcenter.org).

**Abatement Notice**

If you do not bring the property into compliance, appeal the citation, or request a time extension on or before the Compliance Date, the penalty will be charged and the City is authorized by City Code to enter onto your property and abate (remedy) the violations. The City may hire a contractor to abate the violation(s) noted on the Citation without further notice. The penalty or penalties, abatement costs, and an administrative assessment fee will then be assessed to your property and collected with property taxes.

**Send Payments, Submit an Appeal or Request a Time Extension:**

City of Coon Rapids  
Attn: Property Maintenance/Housing  
11155 Robinson Drive NW  
Coon Rapids, MN 55433



# Administrative Citation Program

**Do you need more time?  
Would you like to appeal?**

**Please fill out and submit this form for consideration.**

