

**City of Jefferson**

Department of Planning & Protective Services  
320 E. McCarty Street  
Jefferson City, MO 65101



Phone: 573-634-6410  
Fax: 573-634-6457

**Code Enforcement Hearing Request**

All code enforcement hearing request should be filed with the Department of Planning and Protective Services within ten (10) days of the issuance of the violation pursuant to City Code Section 21-8.

<b>Name:</b>	<b>Phone:</b>
	<b>Email:</b>
<b>Property Address of Violation</b>	<b>Mailing Address: (if not property address)</b>
<b>Violation(s) Description:</b>	

**Summary statement as to why the violation(s) is being disputed: (use additional paper as needed)**

I certify that all information is true and correct, and I am the owner of record, resident, business or agent authorized to request a hearing for review of violations before a Hearing Examiner.

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

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

**Hearing Request:** If an owner or person receiving Notice of the determination of public nuisance does not agree with the determination, may request a hearing. The request must be in writing and must be submitted to the Department of Planning and Protective Services within ten (10) days of the issuance of the Notice pursuant to City Code Section 21-8.

**Hearing Examiner and Authority:** A Hearing Examiner will be assigned to hear the case. The Hearing Examiner has the authority to do any of the following or a combination thereof:

1. Make a finding that a violation has occurred.
2. Require compliance with the City Code within a specified timeframe.
3. Make a finding that no violation has occurred and dismiss the Notice of Determination.

**Hearing Fees:** If the violation is upheld by the Hearing Examiner, then the party requesting the hearing must pay the actual cost of the hearing, which includes but not limited to, costs associated with a court reporter.

**Scheduling of Hearing:** The Department of Planning and Protective Services will schedule the hearing in a timely manner. Notification will be sent in writing of date, time and place of the hearing to the person requesting the hearing.

**Hearing Procedure:** A Hearing Examiner conducts the hearing, consider the evidence and issue an order in accordance with City Code Section 21-9.

**Conduct of the Hearing:** Any party may be represented by counsel and have the right to present evidence. The technical rules of evidence do not apply in the hearing. Objections to evidence will be noted and a ruling given by the Hearing Examiner.

All testimony will be under oath. A recording will be made by the City or a written record of the hearing may be made by a reporter to be employed by the City. If the violation is upheld by the Hearing Examiner the cost of the reporter will be a lien upon the lot, tract, or parcel of land for where the violation occurred.

**Failure to Appear:** In the event that any or all of the parties fail to appear at the hearing, the evidence of the existence of facts which constitute grounds alleged in the Notice shall be un rebutted and proposed enforcement action may be implemented.

**Decision and Order:** Within thirty (30) days from the date of the hearing, the Hearing Examiner will make conclusion of law as to whether or not a nuisance exists in accordance with City Code Section 21.