

ADMINISTRATIVE HEARING BOARD
Division of Code Enforcement
Appeal Request Form

Please ensure you are completing this appeal request form within the time allocated by law and for an appealable action. If your appeal is received by this office within the timeframe indicated on the citation you have been issued, then you will be contacted by phone and/or via US Mail and provided with a time and date your appeal will be heard. Any request for appeal that falls outside the indicated timeframe will be denied and a letter will be sent advising you of such. ”.

Appeals may be filed via U.S. Mail or by delivering the request to: Division of Code Enforcement, C/O Secretary of Administrative Hearing Board, 101 East Vine Street, Suite 500, Lexington, KY 40507, or by faxing the appeal request to (859-425-2274)—No emails. Other appeal related questions can be answered by your Case Officer or the Board Secretary by calling 859-425-2255.

Re: Property: _____

Case #: _____

Citation Amount: _____

Case Officer: _____

Date of Issuance: _____

Petition of Appellant

The undersigned, as the owner of the property designated, hereby appeals the decision of the code official, or his designated agent, of the Lexington-Fayette Urban County Government and requests a hearing before the Administrative Hearing Officer/Board.

Complete Contact Information for Owner (Required)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Owner's Phone Number: (_____) _____ Other Phone: (_____) _____

Grounds for Appeal: _____

(Attach Additional Documents if Needed).

Will Appellant/Owner be Represented by Counsel? Yes No (Not Required).

Name of Counsel: _____ Phone: (_____) _____

Printed Name of Person Completing This Appeal: _____

Relationship to Owner: _____ (N/A If Owner)

If the property owner cannot attend, then he/she must provide a notarized letter indicating that the person attending the hearing in their stead has legal right to represent them in the hearing. If this is not provided, then the case may not be heard or the citation may be upheld by the Hearing Officer without a rescheduling of the hearing.

_____/_____/_____(_____)_____

Signature of Requesting Party

Date

Phone

DATE RECEIVED BY
OFFICE: