

NOTICE OF APPEAL OF HOUSING-PROPERTY MAINTENANCE CODE DECISION

Pursuant to West Lafayette Code Chapter 112, the Housing Appeals Board of West Lafayette provides a procedure for the right to appeal any interpretation, finding, decision, order, notice given, or action taken in the administrative enforcement of the Housing-Property Maintenance Code of the City of West Lafayette.

Any appeal taken under this chapter **must be filed within thirty (30) days** of the date of the notice of violation to be appealed. An extension of thirty (30) days to file an appeal **may** be granted in cases of hardship, if requested within thirty (30) days of the date of the notice of violation.

In order for any appeal to be effective, this Notice of Appeal form must be completed and delivered to the West Lafayette Department of Development, Morton Community Center 222 N. Chauncey Ave., Rm 106 West Lafayette, IN 47906, within thirty (30) days from the date of the notice of violation.

Please fill out the following:

NAME: _____

CURRENT HOME ADDRESS: _____

CONTACT NUMBER: _____

EMAIL: _____

PREFERRED METHOD OF CONTACT: _____

DATE OF NOTICE OF VIOLATION: _____

ADDRESS OF PROPERTY RELATED TO VIOLATION: _____

WHAT VIOLATION(S) ARE YOU APPEALING? (please explain *what exactly you are seeking to appeal*. A separate section is provided on the next page to explain the reasons for the appeal):

Signature/Verification:

I, _____, hereby affirm that the above statements are true to the best of my knowledge. I hereby request an appeal of the above referenced decision(s) and request that the West Lafayette Housing Appeals Board set this matter for a formal hearing on my appeal.

Date: _____ Signature: _____

End of Form

Next Steps: You will be expected to attend two hearings. You will receive notice of each hearing. The details are outlined below:

Upon receipt of your completed form, The Department of Development will, within three (3) business days, transmit the Notice of Appeal to the Board. If the Board receives the Notice of Appeal at least ten (10) days prior to its next scheduled meeting, the Chairperson of the Board shall place the item on the next meeting's Agenda for the sole purposes of establishing jurisdiction to hear the Appeal and scheduling a hearing on the Appeal. If the Notice of Appeal is not received ten (10) days prior to its next scheduled meeting, the Notice of Appeal shall be placed on the Agenda for the next meeting following receipt of the Notice of Appeal.

You will be expected to appear before the Board twice. The first appearance will be for the purpose of establishing whether the Board has jurisdiction over your appeal and to schedule a time and date for the hearing on your appeal if jurisdiction is established. The second appearance will be the hearing on your appeal. You will receive notice from the Board, sent to your preferred method of contact, notifying you of the time and place of all hearings. **YOU ARE EXPECTED** to attend the Board meeting for scheduling purposes, and you must advise the Board of any scheduling conflicts prior to the Board setting a hearing date. Upon the scheduling of a hearing date, the Board shall send out written notice of the hearing to all interested persons, including the person initiating the appeal.