



**CITY OF BROOKLYN PARK  
ADMINISTRATIVE CITATION**

**Citation #: CEPH-123**

Finance Copy  
 Original  Copy

This citation charges you with one or more violations of Brooklyn Park City Code.

Name and Mailing Address of Alleged Violator: Joe Smith  
1234 Main Street  
Brooklyn Park, MN 55443

Address/Location of Violation: 1234 Main Street  
PID Address: 214-17-5263

Repeat violation within 24 months     Continuing Violation     Alleged Violator is the property owner

NATURE OF OFFENSE	ORDINANCE #	FINE (\$)
1. Trash Can in Public View	Ch. 90	\$55.00
2. Junk or Inoperable Vehicle	Ch. 94	\$200.00
3.		
4.		

Date of Violation: 2/28/2013    Time of Violation: 11:00am

Inspector Name/Badge #: M. Anderson #555    Inspector Signature:

Date Issued: 2/28/2013    Case Number: 13-0123

**Other pertinent information:**  
**Additional details.**

**GENERAL INFORMATION**

The Administrative Enforcement Program is authorized by Chapter 37 of the Brooklyn Park City Code. The fines are set by City Council resolution from time to time. When you receive an administrative citation, you have two options. **You must either (1) correct the violation and pay the fine; or (2) request an administrative hearing within fourteen (14) days of the date of the citation 2/28/2013.** Previously issued citations are separate from this citation and must be paid or requested for a hearing within 14 days of issuance. Citation amounts are doubled for repeat violations. *Failure to pay the fine or request a hearing within fourteen (14) days of the Date Issued or failure to attend a requested hearing constitutes a waiver of your rights and is an admission of the violation.*

**FINE PAYMENT INFORMATION**

A late payment fee of 10% of the amount of the fine may be charged by the City for each 30 day period or part thereof that the fine remains unpaid. The fine may be paid with cash, check, credit card, or money order at City Hall. A check or money order must be made payable to the City of Brooklyn Park for the correct amount. You may mail a copy of this citation with your check, or money order to: **City of Brooklyn Park, 5200 85<sup>th</sup> Ave N, Brooklyn Park, MN 55443.**

NOTE: DO NOT MAIL CASH

NOTE: BY PAYING THE FINE, YOU ARE ADMITTING THAT YOU VIOLATED THE CITY ORDINANCE.

**HEARING REQUEST INFORMATION**

If you believe that you did not violate the City Code or if you wish to refute the citation, you may request a hearing before a hearing officer who is not a City employee. To request a hearing you must contact the Administrative Citation Program Administrator either in person or by telephone at (763) 493-8186. *You must request a hearing within fourteen (14) days of the date of the citation (Date Issued).* The Program Administrator will notify you of the date, time, location of your hearing, and the name of the hearing officer. Make certain that you allow at least one-half of a day for the hearing. Other cases may be scheduled at the same time and you may have to wait.

**PENALTIES**

In the event that you are found to have violated the City Code and the fine remains outstanding, the City may take one or more of the following actions:

- If you own property in the City and the property was the subject of the violation, and the fine remains unpaid, the City may assess or cause a lien to be placed in the amount of the fine against your property.
- Pursue a legal action against you to collect the fine.
- Suspend, revoke, not renew or deny a City-issued license or permit that is associated with the violation.
- Refuse to grant approval for any license, permit or other City approval sought by you or for property under your ownership or control.
- Issue a criminal citation and pursue criminal prosecution.
- Issue additional administrative citations.

***If you have questions regarding this abatement letter please call (763) 488-6487. Si usted necesita asistencia en español, llame (763)488-6384. Yog koj tsis tau tau es yuav lub Hmoob hu (763)488-6487.***

Copy: Resident