



NOTICE OF APPEAL

(SEE INSTRUCTIONS ON BACK OF FORM)

PLEASE CHECK ONE OF THE FOLLOWING:

I have received a Notice of Violation (Nuisance and/or Property Maintenance), and I would like to appeal that notice to a Administrative Hearing Officer.

My appeal was heard by an Administrative Hearing Officer on _____ [date], and I would like to appeal the Administrative Hearing Officer’s decision to the Tulsa City Council.

APPELLANT INFORMATION:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____

ADDRESS OF PROPERTY FOR WHICH YOU ARE REQUESTING THIS APPEAL:

Address: _____ Case No. _____

APPELLANT’S RELATIONSHIP TO PROPERTY WHICH IS THE SUBJECT OF THIS APPEAL:

Owner Tenant Attorney Other (please specify) _____

What actions by City Officials do you believe were in error? (Please be specific – attach additional pages if necessary)

What relief are you requesting? (Please be specific – attach additional pages if necessary)

<p><u>INTERNAL USE ONLY</u></p> <p>Was this appeal filed in a timely manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Administrative Hearing: _____</p> <p>This is an appeal of a Summary Invoice <input type="checkbox"/> <input type="checkbox"/></p>	<p><u>Comments:</u></p>
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INSTRUCTIONS:

If you have received a Nuisance or Property Maintenance notice you have the right to appeal where it is alleged there is error in any order, requirement, decision or determination made by the Enforcement Official.

This initial appeal is an appeal an Administrative Hearing.

You must file your appeal of a Notice of Violation within ten (10) business days from the date of the issuance of the notice.

- Nuisance (TRO, Title 24 – Nuisances, Chapter 2, Section 205)
- Property Maintenance (TRO, Title 55, Chapter 1, Section 110)

If you have already had a hearing, you must file your appeal within ten (10) business days of the date of the Hearing Officer’s decision.

- Nuisance (TRO, Title 24 – Nuisances, Chapter 2, Section 207)
- Property Maintenance (TRO, Title 55, Chapter 1, Section 110.3)

FILING INSTRUCTIONS: Within the time explained above, you must deliver two (2) copies of your Notice of Appeal, with all documents you want considered attached, to:

City Clerk, City of Tulsa, 175 E. 2nd St., Room 260, Tulsa, OK 74103