



**CITY OF DORAL
CODE COMPLIANCE DEPARTMENT
SPECIAL MAGISTRATE**

CITATION#: _____

CASE NO: C _____ - _____ - _____

FINES: \$ _____.

CIVIL VIOLATION NOTICE (CITATION) APPEAL REQUEST

When an Administrative Hearing before a Special Magistrate is requested, such hearing will not be heard sooner than 20 days from the date the Civil Violation Notice was issued and all parties will be notified at the mailing address shown on the notice. You may appear with or without counsel and produce witnesses in your own behalf. You may be liable for reasonable administrative hearing costs should you be found guilty. This Petition will be presented at the next regularly scheduled meeting, held on the third Thursday of each month (see schedule), and you need to be present to testify at the Special Magistrate Hearing.

When the form is complete, please send the form via email to the following recipients:

Evelyn Freile, Special Magistrate Coordinator, evelyn.freile@cityofdoral.com
Danny Del Toro, Director of Code Compliance danny.deltoro@cityofdoral.com

After the department receives and reviews the form, you will receive a written response back confirming the date, time and location of the next available Special Magistrate Hearing. The officer also will issue a Notice to Appear Before the Special Magistrate, which you will receive by hand delivery, posting, regular and/or certified mail. Should you have any questions, please contact the Code Compliance Department at 305-593-6680.

INCOMPLETE FORMS WILL NOT BE ACCEPTED

Failure to pay the civil penalty and correct the violation or file a request to appeal at an administrative hearing within 20 days of service of the notice constitutes a waiver of your rights to a hearing and such waiver shall constitute an admission of violation. In such case, judgement may be entered against the violator for civil penalty shown on the Citation/Civil Violation Notice. Each day of continued violation after the time for correction has run shall be deemed a "continuing violation: subject to additional penalties. You may be liable for reasonable administrative hearing costs should you found guilty.

Property Owners' Name: _____

Petitioner Name* (if different from above) _____

*** If Petitioner is not the owner of record, you MUST provide a Power of Attorney or other legal documentation as to your relationship to the property and authority to submit this petition. Copies of documents must be attached.**

Property Address: _____

Mailing Address (if different from above) _____

Phone Number: _____ E-mail Address: _____

Explain the reason to appeal the Civil Violation Notice: _____



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Your completed application will be presented to the Special Magistrate in its entirety, along with all supporting documentation. An Order by the Special Magistrate will be issued and provided to you.

I hereby acknowledge that this application is complete as submitted.

DATE: _____ Signed: _____

STATE OF: _____ Print Name: _____

COUNTY OF: _____ FDL# _____

PERSONALLY appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgments, _____, who first being duly sworn, acknowledged before me that the information contained herein is true and correct. (He/She) (is/is not) personally known to me and have each produced a Florida Driver's License as identification and (did/did not) take an oath.

My Commission Expires:

_____ Date _____
Notary Public

NOTE: IF YOU ARE NOT ABLE TO COMMUNICATE, OR ARE NOT COMFORTABLE EXPRESSING YOURSELF, IN THE ENGLISH LANGUAGE, IT IS YOUR RESPONSIBILITY TO BRING AN ENGLISH-SPEAKING INTERPRETER TO THE HEARING. THIS PERSON MAY

E A FRIEND, RELATIVE OR SOMEONE ELSE TO INTERPRET FOR YOU DURING YOUR APPEARANCE AT THE HEARING. A MINOR CHILD CANNOT SERVE AS A VALID INTERPRETER. THE CITY OF DORAL DOES NOT PROVIDE INTERPRETATION SERVICES DURING ANY QUASI-JUDICIAL PROCEEDING.

NOTA: SI USTED NO ESTÁ EN CAPACIDAD DE COMUNICARSE, O NO SE SIENTE CÓMODO AL EXPRESARSE EN INGLÉS, ES DE SU RESPONSABILIDAD TRAER UN INTÉRPRETE DEL IDIOMA INGLÉS A LA AUDIENCIA. ESTA PERSONA PUEDE SER UN AMIGO, FAMILIAR O ALGUIEN QUE LE HAGA LA TRADUCCIÓN DURANTE SU COMPARECENCIA A LA AUDIENCIA. UN MENOR DE EDAD NO PUEDE SER INTÉRPRETE. LA CIUDAD DE DORAL NO SUMINISTRA SERVICIO DE TRADUCCIÓN DURANTE NINGÚN PROCEDIMIENTO DELANTE DE LOS MAGISTRADOS.