

Vicinity Map

City of Pembroke Pines • Planning and Economic Development Department

ZV(R)2024-0022-0025

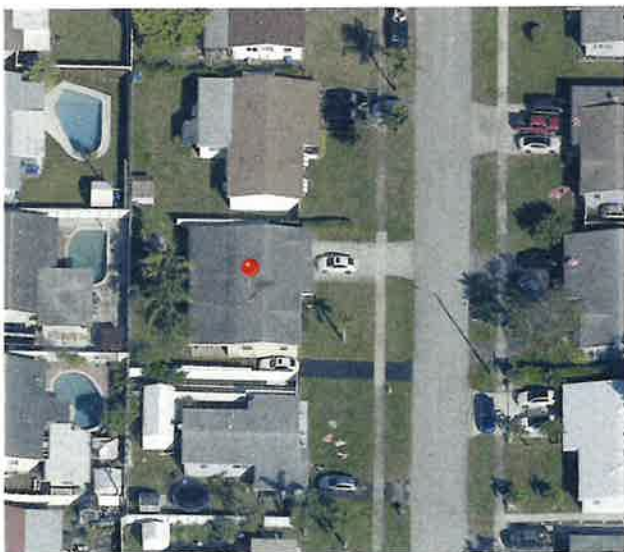
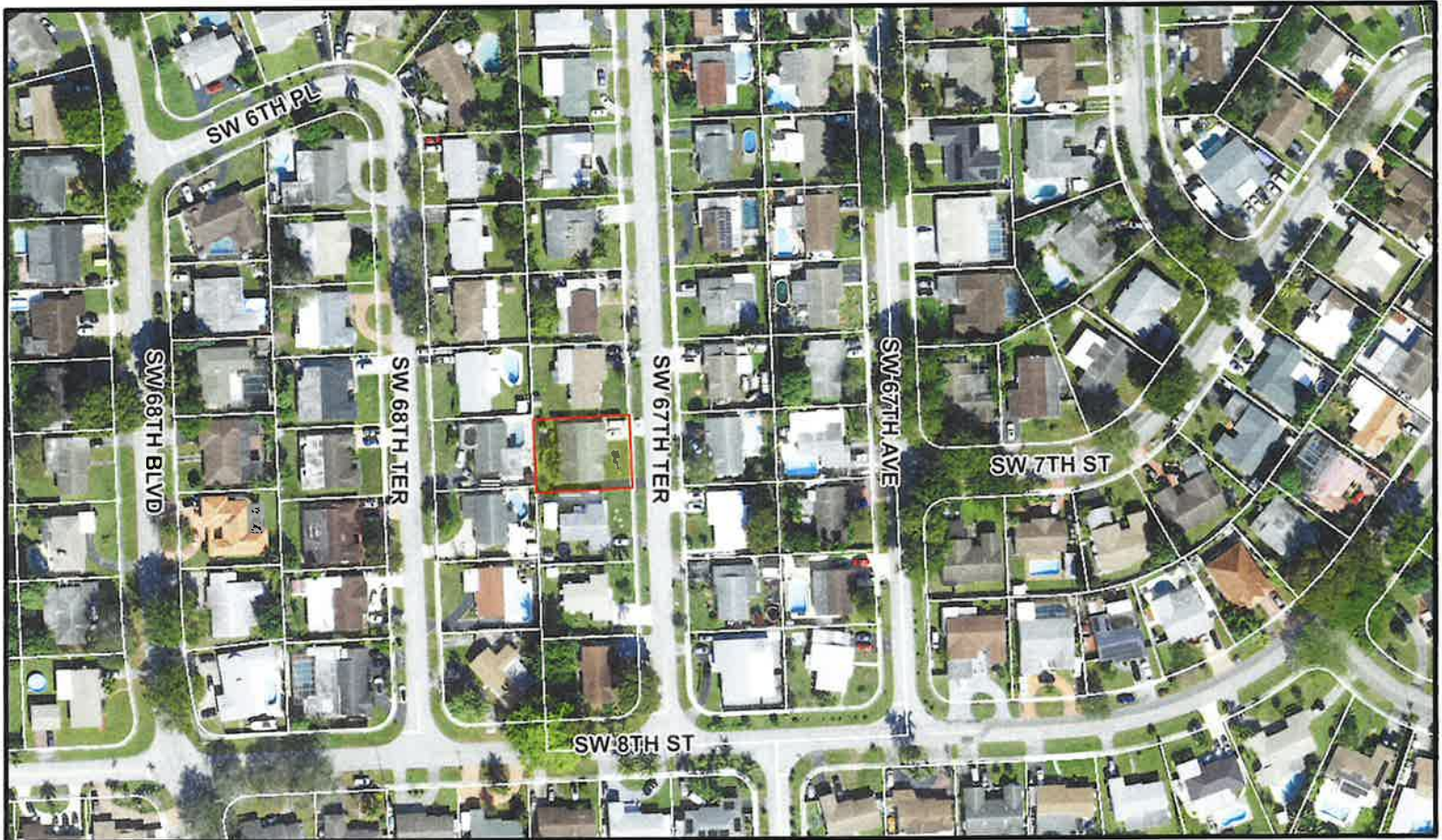
Zoning Variances

Vint Ceglarek

700 SW 67TH TER, Pembroke Pines FL 33023





NOT TO SCALE





City of Pembroke Pines
Planning & Economic Development Department
601 City Center Way 3rd Floor
Pembroke Pines FL, 33025

Summary

Agenda Date:	May 2, 2024	Application ID:	ZV(R)2024-0022-0025
Project:	Existing driveway, existing shed	Pre-Application Number:	PRE2024-0025
Project Planner:	Christian Zamora, Senior Planner		
Owner:	Vint Ceglarek	Agent:	N/A
Location:	700 SW 67 Terrace Pembroke Pines, FL 33023	Commission District No.	1
Existing Zoning:	Residential Single- Family (R-1C)	Existing Land Use:	Residential
Reference Applications:	Code Compliance Case No. 231204671 (Issued 12/26/2023)		
Variance Summary			
Application	Code Section	Required/Allowed	Request
ZV(R)2024-0022	Table 155.620 Accessory Structures: Driveway, Typical lot.	35% Front Lot Coverage (total)	44% Front Lot Coverage (total)
ZV(R)2024-0023	Table 155.620 Accessory Structures: Driveway, Typical lot.	10' wide for driveway.	Less than 10' wide, or 9' – 2" for existing driveway.
ZV(R)2024-0024	Table 155.620 Accessory Structures: Driveway, Typical lot.	Five-foot (5') side setback.	Zero-foot (0') side setback for existing driveway and patio (southern property line).
ZV(R)2024-0025	Table 155.620 Accessory Buildings and Structures, Shed.	100 Square-Foot shed.	112 Square-Foot for existing storage shed.
Final:	<input type="checkbox"/> Planning & Zoning Board		<input checked="" type="checkbox"/> Board of Adjustment
Reviewed for the Agenda:	Director: <u></u> Assistant Director: <u></u>		

PROJECT DESCRIPTION / BACKGROUND:

Vint Ceglarek, owner, has submitted four residential zoning variance requests to legalize an existing driveway, patio and a shed on the property located at 700 SW 67 Terrace in the Pines Village neighborhood, which is zoned Residential Single-Family (R-1C).

On December 26, 2023, Code Compliance cited the property for work performed without permits (Case No. 231204671)

The petitioner is requesting the following:

- **ZV(R)2024-0022:** to allow 44% front lot coverage (total) instead of the allowed 35% for existing driveways in a single-family residential, typical lot.
- **ZV(R)2024-0023:** to allow nine-foot, two-inch (9' – 2") driveway width instead of the minimum required ten-foot (10') for existing driveway in a single-family residential, typical lot.
- **ZV(R)2024-0024:** to allow zero-foot (0') side setback along a portion of the southern property line for existing driveway and patio in a single-family residential, typical lot.

Per staff review of the city's archives, no building permits can be found for the worked detected via the code violation; nevertheless, staff did find and extracted a copy of the final survey required to complete Building Permit No. 22500124 for a home addition in the rear (see attached) The document date revealed a rectangular piece of asphalt located closer than five-foot (5') to the southern property line had existed at location since at least 2005.

Planning and Economic Development Staff assisted the applicant to identify potential modifications to the existing nonpermitted work that could be made to meet the regulations of the City's LDC.

The petitioner is also requesting:

- **ZV(R)2024-0025:** to allow one-hundred and twelve square-foot (112 SF) instead of the allowed one-hundred square-foot (100 SF) for an existing 8.2' x 13.6' storage shed in a single-family residential, typical lot.

The applicant has been made aware that Board consideration of residential variance requests does not preclude the property owner from obtaining all necessary development related approvals or permits.

The property is in the Pines Village neighborhood, there are no HOAs.

VARIANCE REQUEST DETAILS:

ZV(R)2024-0022) a 44% total front lot coverage instead of the required 35% total front lot coverage for an existing driveway on a typical lot.

ZV(R)2024-0023) a 9'-2" minimum width driveway instead of the required 10' minimum width driveway for an existing driveway on a typical lot.

ZV(R)2024-0024) a 0' side setback along a portion of the southern property line instead of the required 5' for an existing driveway and patio.

ZV(R)2024-0025) 112 square feet instead of the 100 square feet maximum dimension for an existing shed.

Code Reference:

Table 155.620 Accessory Building and Structures							
Type	Setback				Maximum Height	Maximum Dimensions	Additional Regulations
	Front	Side	Street Side	Rear			
Driveway, Typical Lot	0 feet	5 feet	15 feet 155.600(B)	N/A	N/A	35% front lot coverage 40 % width of lot	[1] 10 foot minimum width
Type	Setback				Maximum Height	Maximum Dimensions	Additional Regulations
	Front	Side	Street Side	Rear			
Shed	Primary Building	5 feet	15 feet	5 feet	Primary building or 24 feet, whichever is less	[1] 100 square feet [2] 200 square feet if located in A or R-E	[2] If over 200 square feet it shall meet primary building setbacks

VARIANCE DETERMINATION:

The Board of Adjustment shall not grant any single-family residential variances, permits, or make any decision, finding, and determination unless it first determines that:

Its decision and action taken is in harmony with the general purposes of the zoning ordinances of the city and is not contrary to the public interest, health, or welfare, taking into account the character and use of adjoining buildings and those in the vicinity, the number of persons residing or working in the buildings, and traffic conditions in the vicinity.

In the granting of single-family residential variances, the Board shall follow Section 155.301(O) Variance:

1. Purpose: To allow for the provision of relief from certain development standards of this LDC for one or more of the following reasons:
 - a) There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances are peculiar to the land or building and do not apply generally to land or buildings in the neighborhood, and that the strict application of the provisions of the zoning ordinances would result in an unnecessary hardship and deprive the applicant of the reasonable use of the land or building; or
 - b) Any alleged hardship is not self-created by any person having an interest in the property nor is the result of a mere disregard for or in ignorance of the provisions of the zoning ordinances of the city; or

- c) Granting the variance is not incompatible with public policy, will not adversely affect any adjacent property owners, and that the circumstances which cause the special conditions are peculiar to the subject property.

Enclosed: Variance Request Application
Subject Site Aerial Photo
Unified Development Application
Property Surveys (2005, 2024)
Letter from southern property's neighbor
Code Compliance Notice and Images



City of Pembroke Pines Planning and Economic Development Department Unified Development Application

Planning and Economic Development
City Center - Third Floor
601 City Center Way
Pembroke Pines, FL 33025
Phone: (954) 392-2100
<http://www.ppines.com>

Prior to the submission of this application, the applicant must have a pre-application meeting with Planning Division staff to review the proposed project submittal and processing requirements.

Pre Application Meeting Date: 3/14/24

Plans for DRC —

Planner: C2

Indicate the type of application you are applying for:

- | | |
|---|--|
| <input type="checkbox"/> Appeal* | <input type="checkbox"/> Sign Plan |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Site Plan* |
| <input type="checkbox"/> Delegation Request | <input type="checkbox"/> Site Plan Amendment* |
| <input type="checkbox"/> DRI* | <input checked="" type="checkbox"/> Special Exception* |
| <input type="checkbox"/> DRI Amendment (NOPC)* | <input checked="" type="checkbox"/> Variance (Homeowner Residential) |
| <input type="checkbox"/> Flexibility Allocation | <input type="checkbox"/> Variance (Multifamily, Non-residential)* |
| <input type="checkbox"/> Interpretation* | <input type="checkbox"/> Zoning Change (Map or PUD)* |
| <input type="checkbox"/> Land Use Plan Map Amendment* | <input type="checkbox"/> Zoning Change (Text) |
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Zoning Exception* |
| <input type="checkbox"/> Plat* | <input type="checkbox"/> Deed Restriction |

INSTRUCTIONS:

1. All questions must be completed on this application. If not applicable, mark *N/A*.
2. Include all submittal requirements / attachments with this application.
3. All applicable fees are due when the application is submitted (Fees adjusted annually).
4. Include mailing labels of all property owners within a 500 feet radius of affected site with signed affidavit (Applications types marked with *).
5. All plans must be submitted no later than noon on Thursday to be considered for Development Review Committee (DRC) review the following week.
6. Adjacent Homeowners Associations need to be noticed after issuance of a project number and a minimum of 30 days before hearing. (Applications types marked with *).
7. The applicant is responsible for addressing staff review comments in a timely manner. Any application which remains inactive for over 6 months will be removed from staff review. A new, updated, application will be required with applicable fees.
8. Applicants presenting demonstration boards or architectural renderings to the City Commission must have an electronic copy (PDF) of each board submitted to Planning Division no later than the Monday preceding the meeting.

Staff Use Only

Project Planner: C2 Project #: PRJ 20 — Application #: 2024-0022

Date Submitted: 3/14/24 Posted Signs Required: (1) Fees: \$ 707.40

SECTION 1-PROJECT INFORMATION:Project Name: Ceglarek VintProject Address: 700 SW 67th Ter. P. Pines Fl.

Location / Shopping Center: _____

Acreage of Property: _____ Building Square Feet: _____

Flexibility Zone: _____ Folio Number(s): _____

Plat Name: _____ Traffic Analysis Zone (TAZ): _____

Legal Description: _____

Has this project been previously submitted?

☐ Yes☒ No

Describe previous applications on property (Approved Variances, Deed Restrictions, etc...) Include previous application numbers and any conditions of approval.

Date	Application	Request	Action	Resolution / Ordinance #	Conditions of Approval

Owner's Name: Vint Ceglarek
Owner's Address: 700 SW 67th Ter. P. Pines Fl. 33023
Owner's Email Address: pluman30@gmail.com
Owner's Phone: 305-904-8688 Owner's Fax: _____
Agent: _____
Contact Person: _____
Agent's Address: _____
Agent's Email Address: _____
Agent's Phone: _____ Agent's Fax: _____

SECTION 3- LAND USE AND ZONING INFORMATION:

~~PROPOSED~~

Zoning:

Land Use / Density: _____

~~Use:~~ _____

Plat Name: _____

Plat Restrictive Note: _____

ADJACENT LAND USE PLAN

North: _____

South: _____

East: _____

West: _____

SECTION 6 - DESCRIPTION OF PROJECT (attach additional pages if necessary)

The asphalt drive in question was there when I purchased the property in May of 1992. I've used it and maintain it ever since. In around 2017 I had it resurfaced and extended it up to the house.

The concrete patio in back on the north side was part of the concrete drive I installed in Nov. 1992. It was permitted #92-006698. Unfortunately there is no drawing showing it was part of the project but it was. You can see its one continuous pour.

The shed can be moved for the setback.

-This page is for Variance, Zoning Appeal, Interpretation and Land Use applications only-

SECTION 4 - VARIANCE • ZONING APPEAL • INTERPRETATION ONLY

Application Type (Circle One): ☒ Variance ☐ Zoning Appeal ☐ Interpretation

Related Applications: Case # 231204671

Code Section: ISS. 620

Required: 35% FIC; driveway less than 10' wide; 5' Setbacks.

Request: 44% FIC; " " " " 5' Setbacks

Details of Variance, Zoning Appeal, Interpretation Request:

Asphalt drive, no set back from
property line, not 10' wide.

concrete patio in back of house, no
set back from property line,

Shed needs to be moved 5' from
property line/utility easement

SECTION 5 - LAND USE PLAN AMENDMENT APPLICATION ONLY

☐ City Amendment Only

☐ City and County Amendment

Existing City Land Use: _____

Requested City Land Use: _____

Existing County Land Use: _____

Requested County Land Use: _____

SECTION 7- PROJECT AUTHORIZATION

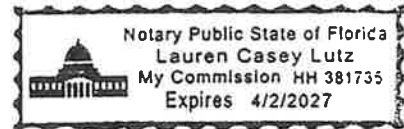
OWNER CERTIFICATION

This is to certify that I am the owner of the property described in this application and that all information supplied herein is true and correct to the best of my knowledge.

[Signature]
Signature of Owner

3/3/2024
Date

Sworn and Subscribed before me this 3 day
of March, 2024



Fee Paid

[Signature]
Signature of Notary Public

4/2/2027
My Commission Expires

AGENT CERTIFICATION

This is to certify that I am the agent of the property owner described in this application and that all information supplied herein is true and correct to the best of my knowledge.

Signature of Agent

Date

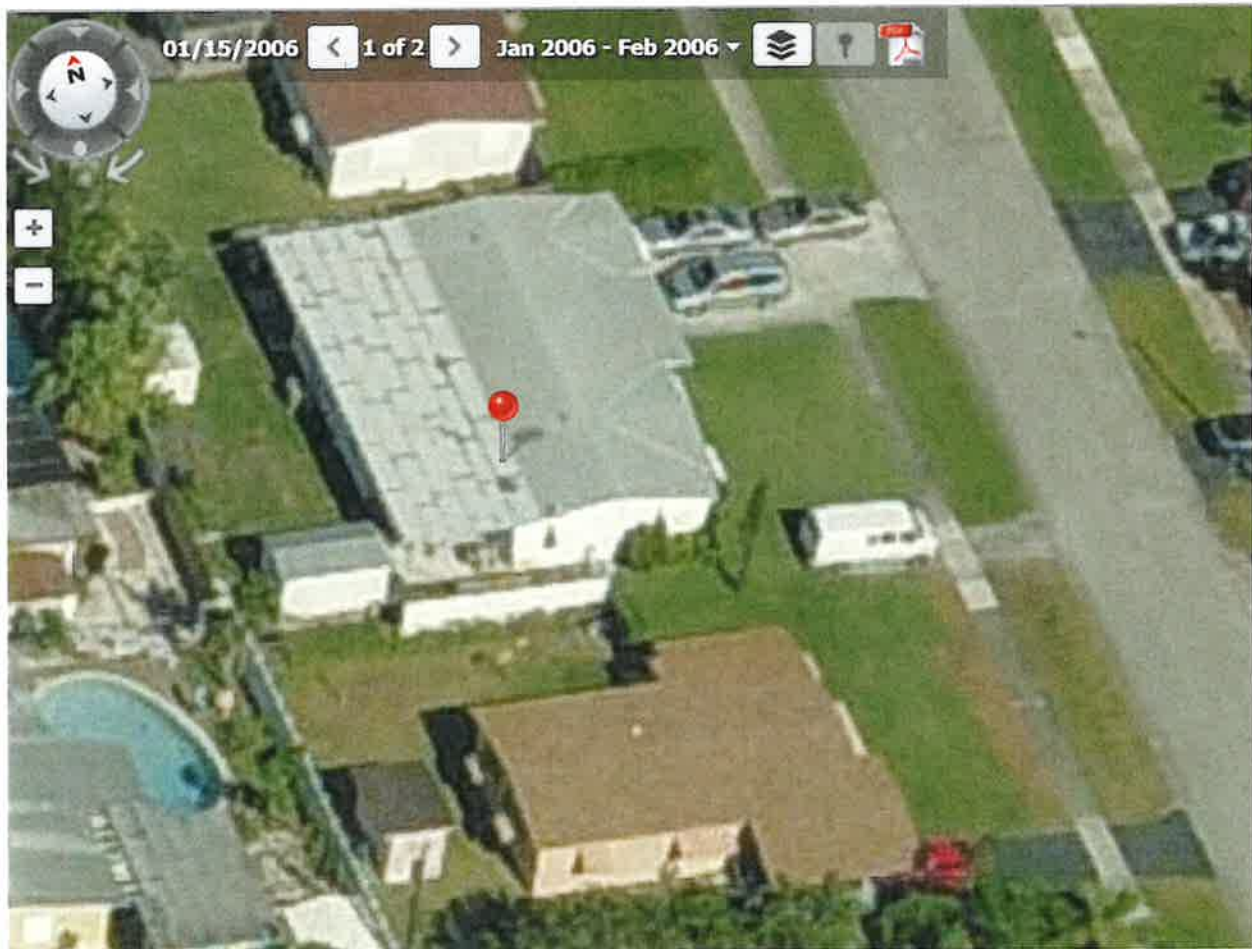
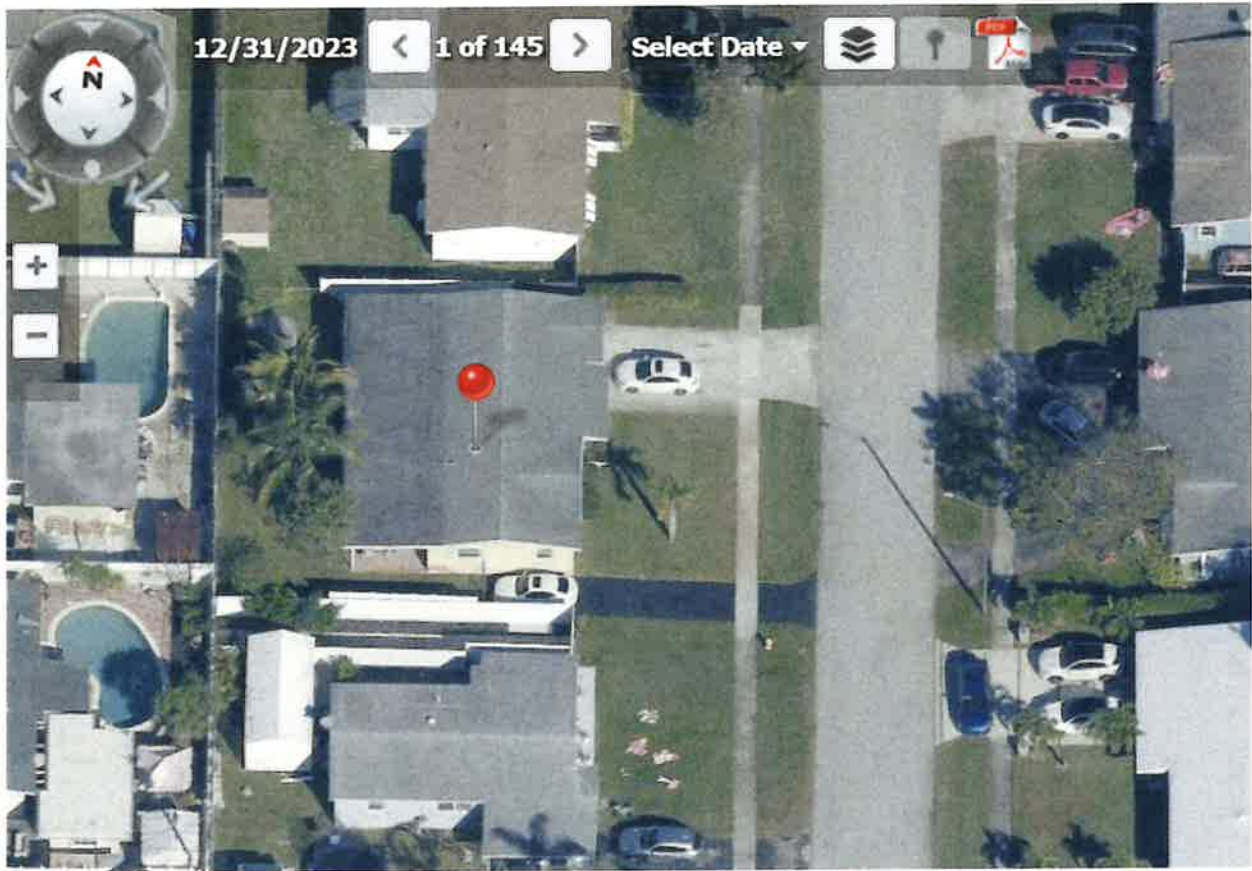
Sworn and Subscribed before me this _____ day

of _____, 20____

Fee Paid

Signature of Notary Public

My Commission Expires



Waiver of Florida Statutes Section 166.033, Development Permits and Orders

Applicant: Vint Ceglarek

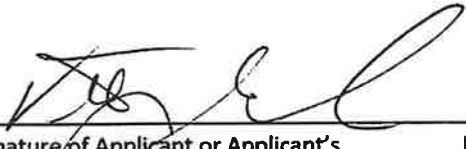
Authorized Representative: Vint Ceglarek

Application Number: Case # 231204671

Application Request: _____

I, Vint Ceglarek (print Applicant/Authorized Representative name), on behalf of Vint Ceglarek (Applicant), hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to the following:

- a. 30-day requirement for Applicant Response to Staff determination of incompleteness as described in DRC Comments and/or Letter to Applicant;
- b. 30-day Staff review of Applicant Response to DRC Comments and/ or Letter to Applicant;
- c. Limitation of three (3) Staff Requests for Additional Information;
- d. Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.



Signature of Applicant or Applicant's Authorized Representative Date

Vint Ceglarek

Print Name of Applicant/Authorized Representative

Resident from southern lat.

I have lived next door to Mr. Ceglarek at 710 SW 67th Ter Pembroke Pines for several year's. The asphalt driveway on the south side of his property has never posed a problem to me or my property in any way.

LISBETH MAC-FERDONE

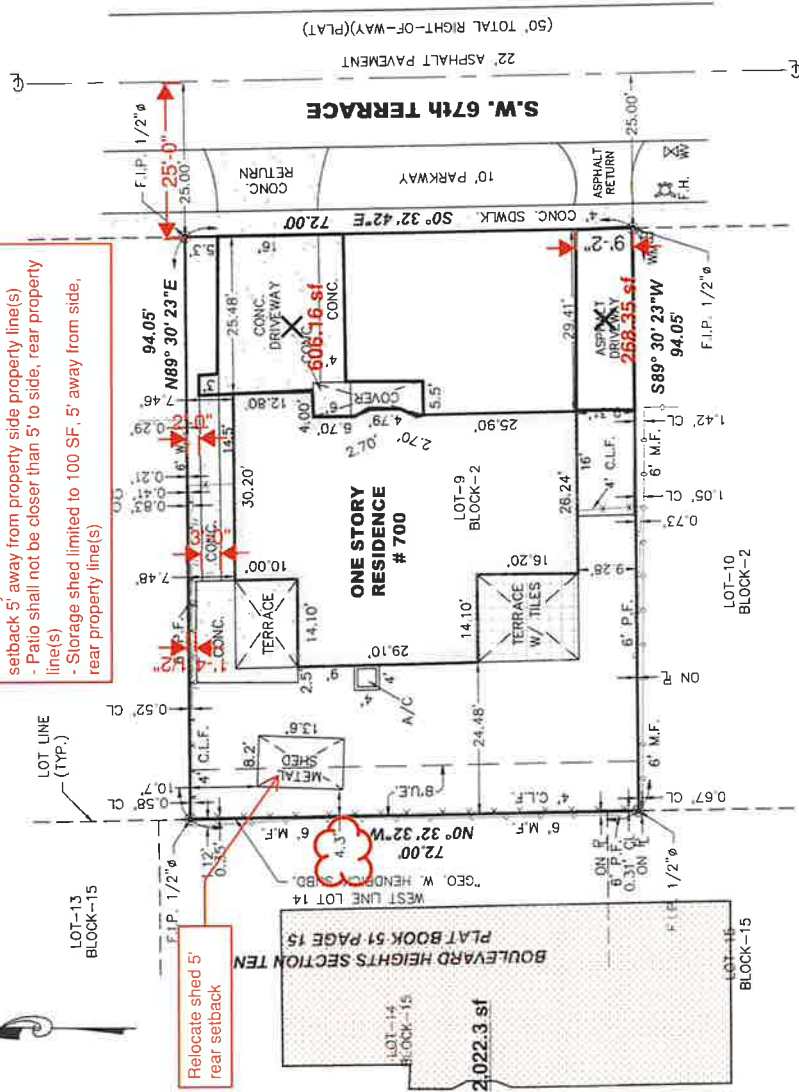
A handwritten signature in dark ink, appearing to read 'Lisbeth Mac-Ferdone', written over a horizontal line.

3/6/24

GENERAL LEGEND:

- BGR = BROWARD COUNTY RECORDS
BM = BENCHMARK
CB = CATCH BASIN
C/L = CENTERLINE
CLP = CHAINLINK FENCE
C/S = CONCRETE BLOCK STRUCTURE
C/S = CONCRETE
C/S = CONCRETE SLAB
DE = DRAINAGE EASEMENT
D = DELTA (CENTRAL ANGLE)
E = EAST
ELE = ELEVATION
X 0.00' = EXISTING ELEVATION
EOP = EDGE OF PAVEMENT
EOW = EDGE OF WATER
FF = FINISHED FLOOR
FH = FIRE HYDRANT
FN = FOUND NAIL
INV = INVERT
FIP = FOUND IRON PIPE
FIR = FOUND IRON ROD
FND = FOUND NAIL AND DISC
L = ARC LENGTH
MDCR = MIAMI DADE COUNTY RECORDS
N = NORTH
N/D = NAIL AND DISC
MF = METAL FENCE
ORB = OFFICIAL RECORDS BOOK
OS = OFFSET
PB = PLAT BOOK
PBCR = PALM BEACH RECORDS
PC = POINT OF CURVATURE
PG = PAGE
PL = PROPERTY LINE
POB = POINT OF BEGINNING
POC = POINT OF COMMENCEMENT
PVCF = PLASTIC FENCE
R = RADIUS
RW = RIGHT OF WAY
S = SOUTH
SW = SIDEWALK
SIR = SET 1/2" IRON ROD
SND = SET NAIL & DISC
UE = UTILITY EASEMENT
UP = UTILITY POLE
W = WEST
W/F = WOOD FENCE
W/M = WATER METER
C₂ = UTILITY POLE

Analysis:
Front Lot Area (FLA)=2,136.18 SF
Allowed FLC is 35% or 747.6 SF
- Existing FLC is 942.3 or 44% of the FLA
- Driveways shall not be less than 10' wide,
setback 5' away from property side property line(s)
- Patio shall not be closer than 5' to side, rear property line(s)
- Storage shed limited to 100 SF, 5' away from side, rear property line(s)



LEGAL DESCRIPTION:

LOT 9, BLOCK 2, OF BOULEVARD HEIGHTS, SECTION 10-A, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 55, PAGE 6, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

FOLIO # 5141 14 13 0130

SURVEYORS NOTES:

- (1). BEARINGS SHOWN HEREON ARE REFERENCED TO THE RECORD PLAT AND ARE ASSUMED.
- (2). LEGAL DESCRIPTION PROVIDED BY CLIENT UNLESS OTHERWISE NOTED.
- (3). NO UNDERGROUND IMPROVEMENTS LOCATED EXCEPT AS SHOWN.
- (4). THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT THEREFOR THE ONLY SURVEY MATTERS SHOWN ARE PER THE RECORD PLAT. THERE MAY BE ADDITIONAL MATTERS OF RECORD, NOT SHOWN WHICH CAN BE FOUND IN THE PUBLIC RECORDS OF THE CORRESPONDING COUNTY OF RECORD.

CERTIFICATION OF BOUNDARY SURVEY:

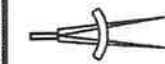
I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY MEETS THE MINIMUM TECHNICAL STANDARDS AS SET FORTH BY THE BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17.050 TO 17.052 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

JULIO S. PITA, P.L.S.

01/15/2024

DATE

PROFESSIONAL LAND SURVEYOR
LICENSE No. PSM 5789
STATE OF FLORIDA



GAVY & ASSOCIATES, INC
LAND SURVEYORS
LB # 6971
2657 S.W. 145th AVENUE
MIAMI, FL. 33175
PHONE: (786) 236-8344

CERTIFIED TO:

1. CEGLAKEK, VINT L & BARBARA
2. VINT & BARBARA CEGLAKEK REV TR

SCALE: 1" = 20'
CADD: J.A.
CHECKED BY: JSP
GL-12139
SHEET # 1 OF 1

FLOOD ZONE DATA:
ZONE: AH 8FT (NAVD 88)
COMMUNITY #: 120635
PANEL & SUFFIX: 0563 H
DATE OF FIRM: 8/18/14

Boundary Survey

PROPERTY ADDRESS:
700 SW 67 TERRACE,
PEMBROKE PINES FL 33023

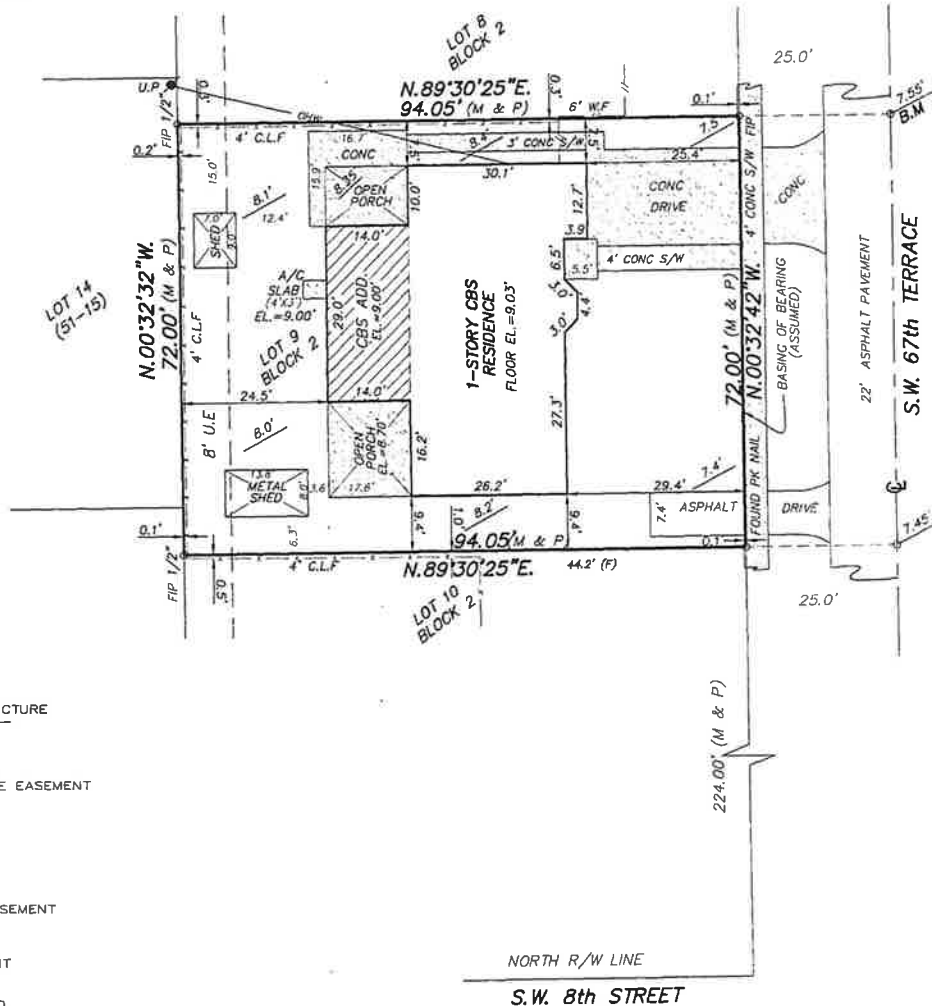
LAND BOUNDARY SURVEY FOR: BARBARA CEGLAREK

LEGAL DESCRIPTION:

LOT 9, BLOCK 2, "BOULEVARD HEIGHTS SECTION TEN-A," ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 55, PAGE 6, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

FLOOD ZONE INFORMATION

COMMUNITY No.: 120053
 PANEL No.: 0312 F
 ZONE: X
 BASE FLOOD ELEVATION: N/A
 EFFECTIVE: 10/2/97



LEGEND:

A/C = AIR CONDITIONER
 A.E. = ACCESS EASEMENT
 C. = COMPUTED
 CB. = CATCH BASIN
 C.B.S. = CONCRETE BLOCK STRUCTURE
 C.L.F. = CHAIN LINK FENCE
 CONC. = CONCRETE
 C/O. = CLEAN OUT
 D. = DESCRIPTION
 D.E. = DRAINAGE EASEMENT
 D.M.E. = DRAINAGE MAINTENANCE EASEMENT
 F.D.H. = FOUND DRILL HOLE
 FH. = FIRE HYDRANT
 FIP. = FOUND IRON PIPE
 FIR. = FOUND IRON ROD
 FNC. = FOUND NAIL AND CAP
 FNT. = FOUND NAIL & TAB
 GV. = GATE VALVE
 I.E. = IRRIGATION EASEMENT
 L.M.E. = LAKE MAINTENANCE EASEMENT
 L.P. = LIGHT POLE
 L.E. = LANDSCAPE EASEMENT
 M. = MEASURED
 M.E. = MAINTENANCE EASEMENT
 MH. = MANHOLE
 NF. = METAL FENCE
 No.ID. = NUMBER NOT IDENTIFIED
 /// = NON VEHICULAR ACCESS LINE
 OHW. = OVERHEAD UTILITY WIRE
 O.R.B. = OFFICIAL RECORDS BOOK
 P. = PLAT
 P.C. = POINT OF CURVATURE
 P.O.B. = POINT OF BEGINNING
 P.O.C. = POINT OF COMMENCEMENT
 P.P. = POWER POLE
 P.R.C. = POINT OF REVERSE CURVE
 P.R.M. = PERMANENT REFERENCE MONUMENT
 R/W. = RIGHT-OF-WAY
 SIP. = SET 5/8\"/>

NOTES:

1. BASIS OF BEARINGS AS INDICATED ON SKETCH.
2. LEGAL DESCRIPTION PROVIDED BY CLIENT.
3. THE LANDS SHOWN HEREON WERE NOT ABSTRACTED BY THIS OFFICE FOR EASEMENTS, RIGHT-OF-WAYS, OWNERSHIP OR OTHER INSTRUMENTS OF RECORD.
4. ELEVATIONS SHOWN ARE BASED ON NGVD (1929) AND ORIGINATE FROM BROWARD COUNTY BENCH MARK.
5. MEASURED BOUNDARY DIMENSIONS AGREE WITH RECORDED DIMENSIONS WITHIN ONE TENTH OF A FOOT (0.1') EXCEPT OTHERWISE SHOWN.
6. THE SURVEY DEPICTED HERE IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE.

PROPERTY ADDRESS: 700 SW 67th TERRACE, PEMBROKE PINES, FLORIDA 33023

DATE: 5/2/04
 SCALE: 1" = 20'
 JOB NO. 303-04
 SHEET 1 OF 1

R.T. BOGLE & ASSOC., INC.

LAND SURVEYORS (LB # 4684)
 7080 TAFT STREET, HOLLYWOOD, FL. 33024
 TEL. (954)961-8008 FAX. (954)961-8119

SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT THE ATTACHED SKETCH OF SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT IT MEETS THE MINIMUM TECHNICAL STANDARDS ADOPTED BY THE FLORIDA STATE BOARD OF LAND SURVEYORS IN CHAPTER 10017-8 OF THE FLORIDA ADMINISTRATIVE CODE.

DATE OF SIGNATURE: 12/09/05

SEAL
 NOT VALID UNLESS SIGNED AND STAMPED
 WITH EMBOSSED SEAL

ROBERT T. BOGLE
 PROFESSIONAL SURVEYOR AND MAPPER (NO. 3277)
 STATE OF FLORIDA



**City of Pembroke Pines
Police Department, Code Compliance Division
601 City Center Way, Pembroke Pines, FL 33025
954-431-4466**

VIOLATION WARNING

Case #: 231204671 **Date:** 12/26/2023
Folio #: 514114130130
Recipient: VINT L & BARBARA CEGLAREK/VINT & BARBARA CEGLAREK
REV TR
Address: 700 SW 67 TER

PEMBROKE PINES, FL 33023

A physical inspection at 700 SW 67 TER Pembroke Pines, FL 33023 disclosed the following violation(s) of the City of Pembroke Pines Code:

Chapter:	Section:	Violation:	Comply By Date:
CHAPTER 155: ZONING CODE LDC	155.313 ENFORCEMENT	Observed extended driveway and no final permit on file.	03/11/2024
CHAPTER 150: BUILDINGS	150.11 Florida Building Code adopted by reference; rejection of county regulations	Observed extended driveway and no final permit on file.	03/11/2024

Notes/Mean of Correction:

Must obtain a permit for work done on property. Contact the Building Department at 954-435-6502 for any permitting questions.

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED ABOVE BY 03/11/2024

This is a courtesy Violation Warning that the above referenced Code Compliance violation(s) currently exist on the subject property. At this time, please take all necessary actions to remedy the violation(s) by the compliance date listed above. If you need additional time to bring the violation(s) into compliance or wish to discuss the violation(s) with the Code Compliance Officer, please immediately contact the undersigned Code Compliance Officer at the phone number listed above.

At this time, no fines or penalties have been assessed against you or recorded as a lien against your property. Failure to timely remedy the violation will result in the issuance of a formal Notice of Violation and Summons to Appear, this Code Compliance matter will be set for a hearing with the City's Special Magistrate. Fines or administrative costs may be assessed by the Special Magistrate once a Notice of Violation and Summons to Appear is issued.

If the violation(s) is corrected and then reoccurs, is not corrected by the time specified for correction by the Code Compliance Officer, or is a repeat violation(s), this case may be presented to the City's Special Magistrate even if the violation(s) has been corrected prior to the hearing.

Please govern yourself accordingly.

HAND DELIVERY TO:

Delivered to: Front door