

Citation No.

Certified Mail No:

Sent Certified and Regular mail

CITATION OF ZONING VIOLATION

TOWN OF MONROE - ZONING ENFORCEMENT OFFICER

You are hereby fined for violation of the Zoning Regulations of the Town of Monroe. As indicated in Monroe Code 505 and pursuant to Section 8-12a of the Connecticut State Statues, and in addition to the remedies in Section 8-12 thereof, your violation has caused a fine to be levied against you.

VIOLATION OF OR NONCOMPLIANCE WITH THE FOLLOWING SUBSECTIONS

FINES ARE \$150.00 PER VIOLATION FOR EACH DAY THAT THE VIOLATION OCCURS

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| 1. WITH APPROVED SITE PLAN CONDITIONS AND DETAILS | 9. USE OF A BUILDING WITHOUT A ZONING COMPLIANCE CERTIFICATE |
| 2. AN ACCESSORY APARTMENT WITHOUT A PERMIT | 10. NON PERMITTED PARKING OR STORING MOTOR VEHICLES |
| 3. SIGN REGULATIONS | 11. KEEPING OF ANIMALS |
| 4. FAILURE TO COMPLY WITH ANY ZBA DECISION | 12. CUSTOMARY HOME OCCUPATION REGULATIONS |
| 5. EXPANSION OF A NONCONFORMING USE | 13. REMOVAL OR PLACEMENT OF EARTH |
| 6. CONDUCTING A USE NOT PERMITTED IN A ZONE | 14. OTHER |
| 7. UNAPPROVED CHANGE OF USE | |
| 8. EROSION AND SEDMIMENT CONTROLS | |

See Attachments:

Location of Violation (Address):

Location within property:

Zoning Regulation Violated:

Any person receiving such citation has the right to contest the liability before a Citation Hearing Officer as provided by Monroe Code 505 and Connecticut General Statues 7-152c. A request for a hearing must be made by delivery of a written request for a hearing to the Planning and Zoning office **within 10 days of receiving citation:**

I REQUEST A HEARING ON THE ABOVE CITATION

When requesting a hearing, enclose a copy of the Citation and mail To: Town of Monroe, Attn: Zoning Enforcement Officer, 7 Fan Hill Road, Monroe, CT 06468-1823

By signing this form I am acknowledging that I have read and understand Schedule A as attached.

NAME:

DATE:

SIGNATURE:

NAME (PERSON RECEIVING CITATION):

MAILING ADDRESS:

ISSUED DATE:

ISSUING OFFICER'S NAME: Joseph Chapman, Zoning Enforcement Officer

SIGNATURE:

SCHEDULE A

FREQUENTLY ASKED QUESTIONS

1. WHAT HAPPENS ONCE THE PROPERTY OWNER RECEIVES THE CITATION?

The property owner may remove the violation and schedule an inspection with the ZEO to confirm compliance. A final determination of fines to be paid will be made by the hearing officer at a scheduled meeting.

2. HOW DOES THE PROPERTY OWNER REQUEST A HEARING?

Complete the hearing section of the Citation form on the front of this page and remit completed form to the Zoning Enforcement Office **within ten (10) days of receiving the citation** (date referenced on the front of this form) .

3. WHAT HAPPENS ONCE THE PROPERTY OWNER DOES REQUEST A HEARING?

The Zoning Enforcement Office sends the property owner a Notice of Hearing Date which provides the official date, time and location of the hearing no less than 15 days nor more than 30 from the date of the mailing of the Notice of Hearing Date.

4. WHAT HAPPENS IF A PROPERTY OWNER DOES NOT REQUEST A HEARING WITHIN TEN DAYS OF RECEIVING THE CITATION?

The property owner is admitting liability of the violation and fines will continue to accrue until the violation is remediated. A Notice of Assessment will be issued based on the decision of the Hearing Officer.

5. WHAT HAPPENS IF THE HEARING OFFICER UPHOLDS THE ZONING ENFORCEMENT OFFICER'S DECISION TO ISSUE THE CITATION?

The fines are accruing at the rate of \$150.00 per day per violation from the date of receipt of the Citation until the violation is remediated.

6. WHAT HAPPENS IF THE HEARING OFFICER OVERTURNS THE DECISION OF THE ZONING ENFORCEMENT OFFICER TO ISSUE THE CITATION?

The property owner will receive notice from the Zoning office that the matter has been vacated.

7. WHAT HAPPENS IS THE PROPERTY OWNER DOES NOT AGREE WITH THE DECISION OF THE HEARING OFFICER?

The property owner can appeal the decision in Superior Court pursuant to requirements of CGS 7-152g.

8. WHERE CAN I FIND COPIES OF THE APPLICABLE TOWN OF MONROE ZONING REGULATIONS AND CONNECTICUT STATE STATUTES?

www.monroect.org

www.cga.ct.gov