



## CITY OF HIALEAH CODE COMPLIANCE DIVISION

501 Palm Avenue, 2<sup>nd</sup> Floor, Hialeah, Florida 33010 (305) 883-5832

### CODE COMPLIANCE EXTENSION REQUEST FORM

*(Attach a copy of the NOV to this form)*

Complaint ID No.: \_\_\_\_\_

Address in Violation: \_\_\_\_\_

*(Location where violation(s) where observed)*

Name of Property Owner(s)/Violator(s): \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

#### Summary statement grounds for extension:

*(Use additional paper as needed)*

I am formally requesting an extension of time to correct the violation(s) and/or pay the citation issued at the above property. I will need an extension for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I acknowledge that the property owner/ violator or a duly authorized agent must attend the administrative hearing in person. If the property owner/ violator or a duly authorized agent fails to attend the administrative hearing, I understand that my case may be adjudicated in my absence and I may be assessed administrative hearings costs in the amount of \$150 in addition to any other applicable civil penalties and costs, if the NOV is affirmed by the Special Master.

**This request must be completed and signed in order to be accepted and processed.**

**Submit request in person or by mail to the Code Compliance Division, 501 Palm Avenue, 2<sup>nd</sup> floor Hialeah, Florida 33010**

**PLEASE DO NOT WRITE BELOW THIS LINE**

#### CODE COMPLIANCE EXTENSION

Granted [  ]

Denied [  ]

Time to Comply: \_\_\_\_\_

Reason: Payment [  ] Full Compliance

Approved by: \_\_\_\_\_