



### **Non-Resident Request for Hearing Procedures**

Any nonresident of the Village who has been served a violation notice for violation of any provision of Chapter 8, Article 7, and Chapter 7, Article 2, of the Municipal Code may contest the alleged violation on its merits without personally appearing at a hearing by:

(1) Requesting and completing, in full, this nonresident request for hearing-nonappearance form;

(2) Acknowledging in the space specified in the form that his or her personal appearance is waived and submitting to an adjudication based upon the notarized statement filed by him or her and the facts contained in the violation notice;

(3) Filing the form with the Code Enforcement Administrator postmarked by the 25th of the month, if the violation notice was issued between the first day through the 15th day of that month; or postmarked by the 10th day of the month, if the violation notice was issued between the 16th day and the last day of the immediately preceding month, which filing shall be deemed completed if postmarked by the due dates herein specified; and

(4) Filing a notarized statement of facts specifying the grounds for challenging the violation notice with the Code Enforcement Administrator in conjunction with the violation notice.

(B) The hearing officer shall make a decision based upon the facts set forth in the notarized statement of facts filed by the nonresident and as contained in the violation notice;

(C) Notice of the determination of the hearing officer shall be served upon the nonresident by first class mail, postage prepaid, addressed to the nonresident at the address set forth in the statement of facts submitted; and

(D) Service of the notice of such determination shall be complete on the date the notice is deposited in the United States mail.

The Hearing Officer shall make a decision based upon the facts set forth in the notarized statement of facts filed by the nonresident and as contained in the violation notice.

Notice of the determination of the hearing officer shall be served upon the nonresident by first class mail, postage prepaid, addressed to the nonresident at the address set forth in the statement of facts submitted.

Service of the notice of such determination shall be complete on the date the notice is deposited in the United States mail.

**For Questions Call the Finance Department at (847) 673-1540.**

[www.lincolnwoodil.org](http://www.lincolnwoodil.org)

