

## **APPEAL PROCESS**

If an owner or responsible party feels that a water waste or an irrigation schedule violation has been issued by mistake or through extenuating circumstances, a letter of appeal may be submitted to the director no later than 30 days after having received the warning notice or having been first billed for such a charge.

Any petition shall be in writing and shall set forth with particularity the reason or reasons for the appeal. The appeal should refer to the specific violation in question, why the party feels that the violation did not take place as identified on the violation notification, and the requested action to be taken by the City.

Any hearing held pursuant to this section shall take place within the city at a date and time set by the director but not earlier than 14 days nor later than 60 days from the date of receipt of the petition by the director, unless a different time and date is agreed to by the director. Hearings held pursuant to this section shall be held in accordance with the procedures set forth in Chapter 2, Article VIII of this Code.