



Illinois Valley Fire District

681 Caves Highway

Cave Junction, OR 97523

phone: 541-592-2225 • fax: 541-592-6122

www.ivfire.com

ADMINISTRATIVE CITATION APPEAL

The person who receives an administrative citation may contest the citation on the basis that there was no violation of the code or that he or she is not the responsible party.

1. To appeal the citation, the person shall submit this request for appeal to the District within 10 working days from the date of the administrative citation. The completed form shall be submitted to the Fire District at 681 Caves Highway Cave Junction, Oregon 97523, during business hours or via first class mail.
2. Notice of Appeal. The person requesting the appeal shall be notified of the time and place set for the appeal at least ten (10) working days before the date of the appeal.
3. Additional Reports. If the enforcement officer submits an additional written report concerning the administrative citation to the board members for consideration at the appeal, then a copy of this report also shall be provided to the person requesting the appeal at least five (5) working days before the date of the appeal.

The person requesting an appeal:

Name _____

Signature _____

FOR OFFICIAL USE ONLY

Date of Citation ____/____/____

Submittal Date ____/____/____

The District member receiving the request for appeal:

Name _____

Signature _____