

Notice of Violation

From: World's Best Planner
To: Property Owner
Date: 5/2/19
Property Location: 123 Make Believe Lane, Unicorn Washington
Tax Parcel ID: 123456789
Property Owner: Pam and Jim Halpert
Nature of Violation: Using unpermitted shed as guest residence.
Time to Cure Violation: Cease sue of shed as guest residence
Penalty: None

I. Introduction

This City is hereby notifying you that you are in violation of the following City codes and for the following reasons. You are ordered to cease _____ by _____ or face penalties of _____ for continuing violations.

II. Background

A. *Project or Work Being Performed*

B. *Permits Issued and Relevant Correspondence to Date*

III. Analysis

UMBRELLA : You are in violation of _____, _____, and _____ because _____.

A. *Heading 1: [Analyze First Violation]*

ISSUE/CONCLUSION _____

RULE:

APPLICATION:

CONCLUSION:

B. *Heading 2: [Analyze Second Violation]* _____

ISSUE/CONCLUSION _____

RULE:

APPLICATION:

CONCLUSION:

IV. Conclusion

V. Corrective Action Required

VI. Appeal Notice

You may appeal this notice of violation under _____. If you do not appeal,
_____.