

IMPORTANT INFORMATION -- PLEASE READ!!!!
**FAILURE TO READ AND COMPLY WITH THIS NOTICE COULD RESULT IN
SUBSTANTIAL COSTS & FINES BEING ASSESSED AGAINST YOU.**

You have been cited for a violation(s) of the City of Titusville's Code of Ordinances and/or its Land Development Regulations. The attached Notice of Violation specifically states what the violation(s) is/are.

IF YOU HAVE ANY QUESTIONS, OR IF YOU DO NOT UNDERSTAND HOW TO CORRECT THE VIOLATION(S), CALL OUR OFFICE AT (321) 383-5796.

The following events will occur:

1. If this notice was posted on the property, a copy of this notice will also be sent by certified mail to the property owner of record. At this point, you should contact our office at (321) 383-5796 to discuss how you can correct the violation(s).
 - If you experience a problem while trying to correct the violation(s), call our office again and explain the situation to our staff. We will make every effort, within reason, to assist you through the compliance process.
2. The Inspector will conduct a re-inspection after the time frame indicated in your notice (or after the extension date, if applicable). If compliance was achieved the file will be closed.
 - Remember, if you think you have corrected the violation(s), call our office to request a re-inspection. That way if any violations remain our staff will let you know exactly what else needs to be done to close the file.
3. However, if you do not achieve compliance and you have not been in contact with our Office as outlined above, a Notice of Hearing and Complaint will be mailed to you by certified mail advising you when a hearing before the Municipal Code Enforcement Board has been scheduled to hear the Case.
4. At that point, a Cost Recovery Statement is prepared, which includes all expenses incurred by City Staff for administrative costs, inspections, photographs, Attorney fees, etc. The Board will be asked to assess these costs against you.
 - Additionally, the Board has the authority to impose a fine of up to \$250.00 per violation for each day you remain in violation.
 - THE BOARD'S FUNCTION IS TO DETERMINE IF YOU ARE OR ARE NOT IN VIOLATION. YOU SHOULD NOT WAIT UNTIL THIS POINT TO COMPLY.

Obviously, it is in your best interest to contact our office and let our staff assist you through the compliance process to avoid being billed for any fees.

CITY OF TITUSVILLE
CODE ENFORCEMENT DIVISION
(321)383-5796