

HOW TO APPEAL AN ORDINANCE VIOLATION CITATION

The Town of Rolesville has set up an administrative appeal process for individuals who believe that the Notice of Town Ordinance Violation citation they received was issued in error. The Town has appointed a three person panel of Town employees who will review and make final decisions on all appeals. There are many valid reasons why someone could appeal their citation, but lack of knowledge of Town Ordinances is not a valid reason.

Three Levels of Appeal:

1. Administrative Review: panel will review appeal documentation and make a decision within 10 business days of receipt of appeal and mail decision to violator.
2. Administrative Hearing: panel will convene once a month, or as needed, to hear arguments from accused violators and make final decisions.
3. Wake County Superior Court: further appeals must be made through the court system.

Making an Appeal:

- Request for Citation Dismissal forms can be requested through the Police Department or found on the Town of Rolesville website (www.ci.rolesville.nc.us).
- A photocopy of the citation, along with any other supporting documentation, must be attached to the Request for Citation Dismissal forms and mailed to the Town of Rolesville, PO Box 250, Rolesville, NC 27571. Do not send originals. Documentation will not be returned.
- Incomplete information or failure to return appeal documentation within **30 days** from citation issuance will automatically end the appeal process and the citation must be paid.

Appeal Process:

- The findings of the Administrative Review will be mailed within **10 business days** from receipt of the Request for Citation Dismissal form.
- If the findings of the review uphold the violation, the violator must pay the fine within **30 calendar days** from the receipt of the Administrative Review decision, or file for an Administrative Hearing.
- The findings from an Administrative Hearing are final and any fines, if mandated, must be paid immediately. Any further appeal must be made through the Wake County Superior Court.
- Failure to pay the fine will cause the penalty to increase by \$5.00 per month. This delinquent penalty will be imposed each 30 day period until the penalty is paid in full.
- No late fees will be added during the appeal process.

