



CITY OF BURIEN, WASHINGTON
Department of Community Development
 415 SW 150th Street, Burien, Washington 98166
 Phone: (206) 241-4647 Fax (206) 248-5539

ADMINISTRATIVE NOTICE OF VIOLATION
This Notice is issued pursuant to BMC 8.45.035

Violation Case Number: _____ Date Issued: _____
 Location of violation: _____
 Property Owner: _____
 Occupant: _____
 Issued To: _____
 Address: _____
 Issued To: _____
 Address: _____

I. VIOLATIONS

The following violations of City of Burien ordinances or regulations have been found to exist on your property:

- 1.(list each BMC section separately. It is preferable to follow each BMC section with a statement about how it is being violated.)
- 2.
- 3.

II. CORRECTIVE ACTION

The following corrective action is required:

(list specific action(s) required. Note that all permits required should be listed.)

III. DATE FOR COMPLIANCE - PENALTIES

You have been assessed a penalty for the above violations in the amount of \$100.00. If you correct the violations pursuant to the corrective action identified in Paragraph II, above, by **1ST DEADLINE** the City will waive the \$100.00 penalty. If you have not corrected the violations by **2ND DEADLINE** the \$100.00 penalty, above, will automatically increase to \$250.00. If you have not corrected the violations by **FINAL DEADLINE**, the penalty will increase to \$500.00. If you wish to avoid penalties but desire additional time for compliance, you must receive an extension of the compliance date, above, in writing from the Department of Community Development within three (3) business days of the date of this Administrative Notice of Violation.

IMPORTANT: PAYMENT OF A MONETARY PENALTY DOES NOT RELIEVE THE VIOLATOR OF THE DUTY TO CORRECT THE VIOLATION

If the required correction(s) is/are not **[commenced/completed]** by the third and final date specified above, the Director of Community Development will proceed to abate the violation and charge the costs thereof as a lien against the property and as a joint and separate personal obligation of any person in violation. In addition to the cost of abatement, any penalty imposed for failing to comply with the requirements of this section by the date specified above will be billed to you separately. Failure to pay any assessed penalty will be charged as a lien against the property and as a joint and separate personal obligation of any person in violation.

THIS ORDER SHALL BECOME FINAL UNLESS, NO LATER THAN TEN DAYS AFTER THE DATE OF THIS NOTICE, ANY PERSON AGGRIEVED BY THE ORDER REQUESTS, IN WRITING, AN APPEAL BEFORE THE CITY OF BURIEN HEARING EXAMINER BY FILING SUCH APPEAL WITH THE CITY CLERK.

Issuing party: **[name and title]**

Signature: _____

METHOD OF NOTICE TO OCCUPANT AND OWNER [check all that apply]:

OCCUPANT

- Certified Mail
- Posted at Property Site
- Personal Service

OWNER

- Certified Mail
- Posted at Property Site
- Personal Service