



## Zoning Citation Review Request Form

\* Indicates a required field

### Applicant Information:

Applicant Name: \* \_\_\_\_\_

Address: \* \_\_\_\_\_

Telephone Number: \* \_\_\_\_\_

Email Address: \* \_\_\_\_\_

### Zoning Case Information

Case Number: \* \_\_\_\_\_

Document Number: \* \_\_\_\_\_

Amount: \* \_\_\_\_\_

### Rules and Procedures:

- A request to review a citation must be filed within 10 days from the issuance date of the citation at the Code Enforcement office listed below.
- The form must be signed by the individual to whom the citation was issued. A complete copy of the citation paperwork must be attached.
- The form must be completed in its entirety with information and facts to receive consideration for review.
- The request must show valid reasons based on an error in the application of zoning regulations or claim that the zoning violation did not exist at the location when the citation was issued.
- The request to review a citation cannot be based on personal financial hardship.
- **Note: A citation can only be rescinded if there is an error found in the application of the zoning regulation and/or the process of enforcement by the inspector.**

### Return Completed Form to:

City of Charlotte  
ATTN: Code Enforcement  
600 East Trade Street  
Charlotte NC 28202

**Review Justification (to be completed by Applicant):**

This section must be completed by Applicant.

**Describe below why you believe the Citation was issued in error. If necessary, you may attach additional pages. \***

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**Signature and Date:**

Signature of Applicant: \* \_\_\_\_\_

Date Signed: \* \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR CODE ENFORCEMENT USE ONLY**

**Agency's Response to Review Request:**

Code Enforcement Reviewer: \_\_\_\_\_

Review Upheld

Review Denied

Supervisor Comments: