



# CITY OF TOPEKA

Property Maintenance Unit  
620 SE Madison, Unit 13  
Topeka, KS 66607-1118

Tel: (785) 368-3161  
Fax: (785) 368-3175  
www.topeka.org

## REQUEST FOR ADMINISTRATIVE HEARING

Case # \_\_\_\_\_ - \_\_\_\_\_

**All requests for an administrative hearing must be made within ten (10) calendar days of the date of the notice or ten (10) business days from the date of the bill.**

I, \_\_\_\_\_ am the (circle one: property owner, tenant, PUC) for the property located at \_\_\_\_\_, and do hereby request a hearing under the following claim: *(Check)*

- \_\_\_\_ 1) The provisions of the 2012 IPMC as adopted by the City of Topeka do not apply.
- \_\_\_\_ 2) The Code Official incorrectly interpreted the 2012 IPMC as adopted by the City of Topeka.
- \_\_\_\_ 3) The requirements of the 2012 IPMC as adopted by the City of Topeka can be adequately satisfied by other means.
- \_\_\_\_ 4) Vacant Registry Notice and/or Civil Penalty Fee
- \_\_\_\_ 5) Other *(for bills only)* \_\_\_\_\_

I understand that a hearing on this request will be scheduled within three working days of receipt of this request. The hearing officer may determine that the provisions of the 2012 IPMC as adopted by the City of Topeka do apply, that the Code Official correctly interpreted the 2012 IPMC as adopted by the City of Topeka and/or that the requirements of the 2012 IPMC as adopted by the City of Topeka cannot be adequately satisfied by other means. I also understand that the hearing officer may order the abatement of the violation, impose an administrative penalty and assess the abatement costs against me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone #

PERSONAL SERVICE PROVIDED      PMU OFFICE: \_\_\_\_\_

The Administrative Hearing has been scheduled for the following date/time and will be held at the Cyrus K. Holliday Building (Holliday Conference Room. 1<sup>st</sup> floor, 620 SE Madison.  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_:\_\_\_\_\_ pm