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**Sussex County**  
 DELAWARE  
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## CIVIL PENALTY APPEAL APPLICATION

Please note that a **\$100 Appeal Fee** will need to be paid along with this application.

If you received a ticket from the Sussex County Constable's Office, the owner or person responsible for the property has **ten (10) business days from the date of the TICKET** to file a hearing before the Board of Adjustments and Appeals.

The appeal only applies to civil penalties issued within 10 days and is not all inclusive of all tickets issued to the property.

**NOTE: Appeals may only be submitted by the property owner or person responsible for the property.**

If you would like a hearing, for which your attendance is required, please complete this appeal application, sign, date and return this form along with payment to:

**Sussex County Constable's Office**  
 2 The Circle, 2<sup>nd</sup> Floor, PO Box 589, Georgetown, DE 19947.

<b>Appellant:</b> <i>(mailing address)</i>	<b>Name:</b>	<b>Phone:</b>
	<b>Street:</b>	<b>City:</b>
	<b>State:</b>	<b>Zip:</b>
<b>Ticket:</b>	<b>Ref. Number :</b>	
<b>Type of Violation:</b>	Grass      Trash      Unregistered/Inoperable Vehicles	
<b>Property Address:</b>		
<b>Parcel ID#</b>		
<b>Basis for appeal:</b> <i>(attach additional pages, if necessary)</i>		
<b>Email:</b>		
<b>Appellant Signature:</b>		<b>Date:</b>



### **§ 80-4F Administrative Appeal.**

**Summary:** Any person aggrieved by an administrative enforcement action under this chapter may appeal to the Sussex County Board of Adjustments and Appeals ("Board"). Any appeal must be filed with the Board **within ten (10) days of the date of this citation** together with the filing fee of **\$100** as provided in the Appendix to Chapter 80 of the Sussex County Code. A hearing will be afforded to the appellant within 45 days of the filing date. Should the appellant prevail on such hearing, the fee shall be refunded.

### **§ 80-4C(3) Continuing Violations.**

**Summary:** After the recipient of a ticket(s) has an opportunity to appeal the ticket(s) as permitted by § 80-4C(5) and § 80-4F, the violation shall constitute a continuing violation; a ticket for the same violation may be issued each day the violation continues and a separate penalty for each day may be imposed.

**Should the violation continue to exist, an additional citation will be issued, and the Constable's Office will take action to abate the violation and recover costs from you and/or such other person(s) responsible pursuant to § 80-4.**

**The remedies stated herein are not exclusive but are in addition to other remedies outlined in Sussex County Code, Chapter 80.**