



Jeff Hall
Mayor

DIVISION OF PROPERTY MAINTENANCE

Service To The People

Telephone: (740) 670-7585

Tim Hickman
Safety Director

Administrative Fee Abatement Policy

Under Property Maintenance Code 103.5 the Director of Public Safety or his designee is authorized to establish policies to waive administrative fees assessed under the provision of this code in any manner he/she deems appropriate.

Any and all persons who seek to have an administrative fee, given to them by the Division of Property Maintenance, abated shall complete the following steps:

- File a request for abatement form with the Division of Property Maintenance
- File the request within 15 days upon receiving the citation

Upon receiving the request for abatement, the Property Maintenance Code Official will review the request, and at his/her discretion, approve or disapprove the request, in whole or in part.

The Division of Property Maintenance will notify the requestor of their decision within 2 weeks of receiving the request.