



5200 Springfield Street, Suite 100
Riverside, OH 45431

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CODE VIOLATION EXTENSION REQUEST

The City of Riverside's primary goal is for property owners to voluntarily maintain their property in accordance with City ordinances. This form is designed to allow persons to request additional time to correct a city ordinance violation. The form must be used if you are requesting an extension. **This form does not serve as an appeal.** You may submit it by email to zoning@riversideoh.gov or in person at City Hall (address above.) The following information must be filled out completely for your request to be considered. **No verbal extensions will be recognized.**

APPLICANT INFORMATION:

Name: _____ Phone: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Driver's License: _____

CODE VIOLATION INFORMATION:

Address of Violation(s): _____

Reason for Request: _____

Violation Type (please check all that apply): _____ High Grass/Weeds _____ Trash & Debris

_____ Junk Vehicle/Equipment _____ Other (Describe): _____

Resolution Action Plan and Timeframe:

Read the statements below and sign to acknowledge agreement.

By signing and submitting this form you understand that an extension to correct the code violation(s) on the property may or may not be granted. If an extension is granted, please stay in contact with Code Enforcement as we work together to bring the property into compliance. If an extension is not granted, please understand that you will still be required to bring the property into compliance by the originally specified compliance date. Should an extension be granted, and you fail to correct the violation by the end of the extension period, the City may use all rights afforded to it by law to correct the violation including issuance of a citation and/or work being performed by the City to eliminate the violation and the expenses being billed to the property owner.

Applicant Signature: _____ **Date:** _____

OFFICIAL USE ONLY

☐ **Extension Granted**

☐ **Extension Denied**

New Compliance Date: _____

Reason: _____

Code Enforcement Signature

Code Enforcement Signature