



**Community Development &  
Neighborhood Services**

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[www.fcgov.com](http://www.fcgov.com)

## **Assessment and Abatement Review Policies and Procedures**

The property owner has two options when contesting an assessment resulting from abatement by the City. The first is an administrative review by City staff. The second is a hearing in front of the Civil Infractions Referee (the "Referee"). You may only request an administrative review or request a hearing. You may not request both.

If a property owner believes there is an error related to their assessment, s/he may request that the matter be reviewed administratively by the Neighborhood Services Manager and City Attorney or through the Municipal Court Referee to consider waiving or reducing the fees. There is no fee for either option. A property owner may contact Neighborhood Services at 970-416-2350 to discuss these options and receive further information on how to proceed. The forms to request an administrative review or a hearing can be found at <http://www.fcgov.com/neighborhoodservices/code-compliance.php>.

Please note that the deadline to request a hearing before the Referee or an administrative review is within 10 days of the invoice date. Failing to timely file a request for hearing by the Referee or an administrative review will result in losing the opportunity to have the assessment.

Requests for an administrative review or Referee hearing may be mailed, faxed, emailed to [mclark@fcgov.com](mailto:mclark@fcgov.com) or dropped off to City of Fort Collins Neighborhood Services, 281 N. College Ave., 2<sup>nd</sup> floor.

### **Administrative Review Guidelines:**

- 1. Administrative Written Review:** The form allows for a brief explanation of the reason for the review request, i.e.: the reasonableness of the assessment amount, the work performed, the notice requirements, the ordinance which applies, etc. Refer to the form located at <http://www.fcgov.com/neighborhoodservices/code-compliance.php> for further information.
- 2. Timing:** Requests submitted past 10 days of the invoice date may be rejected.
- 3. Procedure:** The completed Administrative Review Form will be reviewed by the Neighborhood Services Manager as well as the City Attorney along with any



information provided by you and the City. A letter will be mailed to notify of the outcome.

## **Referee Hearing Guidelines**

1. **Referee Hearing Form:** The form does not allow for an explanation of the reason for the request as an appearance to the hearing will be required. Only the property owner is able to request a hearing and will be required to appear at the hearing date and time. Refer to the form located at <http://www.fcgov.com/neighborhoodservices/code-compliance.php> for further information.
2. **Timing:** Requests submitted past 10 days of the invoice date may be rejected.
3. **Procedure:** The hearing will be before the Referee. The Referee will follow the procedures outlined in the Hearing Procedures for Municipal Court Referee Hearings. Submission of evidence will occur during the hearing if properly introduced and accepted. The Referee has no access to the city files or documents except as submitted during the hearing. Following the submission of evidence, the Referee will make a decision based on the information provided by the property owner and the City in accordance with the City Code.

Please review the City of Fort Collins Code section that is applicable to your case. These sections guide the Referee in the determination of whether a violation occurred and the abatement was reasonable and appropriate. The link to the Code is on the City webpage under [www.fcgov.com/publicrecords/](http://www.fcgov.com/publicrecords/), Municipal Code and Charter, Municipal Code/Charter.

Note: If the Referee has a conflict of interest in your case, the case will be reviewed by the Neighborhood Services Manager.