

City of South Bend  
227 W. Jefferson Blvd.  
South Bend, IN 46601



**ORDINANCE VIOLATION CITATION**

March 13, 2018

Manner of Service: Mailed

**Record ID:**  
**Ticket #:**  
**Issue Date:**

Dear Property Owner,

To protect the safety of pedestrians, you have been issued a citation for failure to remove all snow and/or ice on all sidewalks surrounding your property. Please note, Section 18-7 of the South Bend Municipal Code requires the removal of **snow and/or ice** within **24 hours** after a precipitation weather event occurs.

If you do not clear your sidewalk(s) of snow and/or ice after the issuance of this citation, a new citation may be issued for each day that the property remains in violation; constituting a separate offense.

In addition, the City may, after determining that the area needs immediate attention, remove or clean the snow and/or ice or cause it to be removed. The owner or occupant shall be responsible for all costs incurred for such removal.

If you have questions about this citation, or are unable to remove your snow and/or ice due to a disability, please contact the Department of Code Enforcement at (574) 235-9486.

Questions or concerns regarding the payment of the citation can be directed to the Ordinance Violation Bureau, Room 455, County-City Building, South Bend, IN, 46601; (574) 235-9462. You may also appeal this citation online at: <http://southbendin.gov/ticket-appeal-form>.

Failure to pay within 30 days of this citation may result in the City's Attorney's Office taking legal action against you to collect the fine.

Thank you in advance for being a good neighbor and helping to keep pedestrians safe.

**Owner Name/Address:**

**Location:** Sidewalk

**Property Address:** South Bend, IN,  
**State Parcel ID:**

Ticket Number	Description	Amount
	Ordinance Violation Citation: Section 18-7	\$

**-- PLEASE DETACH AND SEND THIS SECTION WITH PAYMENT --**

**Property Address:**  
South Bend, IN,

**Record ID:**  
**Ticket #:**  
**Ticket Date:**  
**Balance Due:** \$  
**Due Date:**  
*Terms: Net 30 Days*

**Make Check Payable To:**  
Ordinance Violation Bureau  
Room 455 County-City Building  
227 W Jefferson Blvd.  
South Bend, IN, 46601