

**GENERAL INFORMATION AND PROCEDURES
REGARDING AN APPLICATION FOR APPEAL**

The Mansfield Town Council adopted the *International Property Maintenance Code*, 2003 edition published by the International Code Council, as modified by the “*Ordinance for Adoption of the International Property Maintenance Code, a Housing Code for the Town of Mansfield*” on May 8, 2006.

The purpose of the Housing Code is “for regulating and governing the conditions and maintenance of residential rental property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; and providing for the issuance of certificates and collection of fees therefore”.

Application for appeal may be filed with the Housing Inspection office within 20 days of receipt of notice of violation or penalty. The members of the Housing Code Board of Appeals will examine, assess and make decisions on appeals in accordance with code criteria. The Board does not have the power to change designations or the boundaries of the certification zone. They cannot change the wording of the *International Property Maintenance Code* or Town of Mansfield Ordinance.

Relevant documentation in support of appeal reason should be submitted with the completed application. Hearing will be set for the next regular meeting of the Housing Code Board of Appeals, usually the second Monday of the month. In accordance with provisions of the Connecticut Freedom of Information Act, an application for appeal must be filed at least seven business days prior to the date of the Board meeting for inclusion on the meeting agenda. The Housing Inspection office will provide copies of your application to Board members. The hearing may be recorded for transcription purposes. Such recording is admissible in Court should further appeal be made.

The Board Chair will conduct the public meeting. The applicant will be provided an opportunity to speak and/or present additional material that may be pertinent to the application. Board members may ask questions either as presentation by the applicant and code official proceeds or wait until each are finished and then ask questions. After hearing the circumstances and reviewing reports or other evidence in a case, the Board may vote in favor of an applicant. In this case, the code official would be directed to either issue a certificate of compliance or close a complaint order. If the Board vote denies the appeal, the code official’s action will stand. In the event of such denial, further appeal may be made to the Connecticut Superior Court. Following the hearing, a written confirmation of the Board’s decision shall be sent to the applicant, owner and code official for placement with respective records.