



REQUEST FOR RECONSIDERATION INSTRUCTIONS

If you were found liable for a violation of the Prince George's County Code, you may request reconsideration by the Hearing Board Administrator. You are required to file a **“Request for Reconsideration”** by mail or in person. You must file a Request for Reconsideration before appealing to the Nuisance Abatement Board.

Your Request for Reconsideration must be received, or postmarked within 10 calendar days from the date of the hearing decision. To request reconsideration, you must be able to show:

- Newly discovered or newly available relevant evidence; **OR**
- Need for additional evidence to establish a defense; **OR**
- Probable error committed by the hearing officer in the proceeding; **OR**
- Need for further consideration of the issues.

Your Request for Reconsideration must include copies of all documents and evidence (*i.e.*, tow receipts, hardcopy photographs, etc.). **Do not send any original documents as they will not be returned to you.**

Once filed, your request will be reviewed by the Hearing Board Administrator. No hearing will be held on the reconsideration. Instead, you will be notified by mail of the decision within 30 calendar days. If your Request for Reconsideration is denied, you may file an appeal of the hearing decision to the Nuisance Abatement Board within 30 calendar days of the denial date.

Mail or deliver the “Request for Reconsideration” form (located on page 2 of this document) and any evidence to the following address:

Department of Permitting, Inspections and Enforcement
 Administrative Hearing Unit
 Attn: Request for Reconsideration
 9400 Peppercorn Place, Suite 500
 Largo, Maryland 20774

DPIE Hours:

Monday, Tuesday, Thursday, Friday 8:00 a.m. – 4:00 p.m.
 Wednesday 9:00 a.m. – 4:00 p.m.



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
 Administrative Hearing Unit
 9400 Peppercorn Place, Suite 500
 Largo, Maryland 20774
 (301) 636-2020 ♦ FAX: (301) 636-2021



REQUEST FOR RECONSIDERATION

Please PRINT all information.

Mail or deliver the Request for Reconsideration form and any evidence to the address at the bottom of page 1 of this document.

Name: _____

Address: _____

E-mail: _____

Phone: _____

Date of Hearing Decision: _____

Citation No.(s): _____ _____ _____ _____ _____

Respondent's Statement

I have attached copies of all documents and evidence that supports my request.

I AFFIRM UNDER THE PENALTY OF PERJURY THAT THE FOREGOING FACTS ARE TRUE AND ACCURATE.

Respondent's Signature

Date Signed