

## ENERGY BENCHMARKING APPEAL REQUEST

**Response to Notice of Violation:** You must respond to a notice of violation within **thirty (30) calendar days** from the date that the notice of violation was served.\* A Notice of Violation is a non-criminal offense for which imprisonment may not be imposed as a sanction. However, failure to respond within thirty (30) calendar days of date served will result in entry of an order that you committed the violation and are responsible for the penalties. An appeal response must be in the Office of Sustainability and Environment by 5:00 p.m. on the day the response is due.

Appeals must be received by the Office of Sustainability and Environment between the hours of 8 a.m. and 5 p.m., M-F. Appeals received by fax after 5 p.m. will be considered to have been filed the next business day. It is the appellant's responsibility to confirm with the Office of Sustainability and Environment that an appeal has been received. **If you request administrative review, you must fill in the information below and submit an Energy Benchmarking and Reporting Appeal Violation Review Form.** Following Administrative Review, you have the right to appeal to the Hearing Examiner. **Do not send payment with your appeal request.**

You must respond to this notice of violation in one of two ways. Please check the box below as appropriate.

**1. I am responsible for the violation and agree to pay the penalty specified in this notice of violation.**

Payment Options:

1. Pay by check or money order payable in US funds to the City of Seattle and mail to:

*Seattle Department of Finance and Administrative Services  
Re: Benchmarking Penalty Payment, Treasury Department  
PO Box 34214  
Seattle, WA 98124-4214*

2. Pay in person at either location:

*Seattle Municipal Tower  
700 5th Avenue, 42<sup>nd</sup> Floor  
Suite 4250*

*Seattle Municipal Tower  
700 5th Avenue, 4th Floor lobby  
Payment & Information Desk*

Do not send cash.

Print the Notice of Violation number on the check or money order.

**To avoid accruing penalties you must correct the violation,** visit: [www.seattle.gov/energybenchmarking](http://www.seattle.gov/energybenchmarking) to learn how to comply, or call the Help Desk (206) 727-8484 for assistance.

**2. I request administrative review to appeal the notice of violation.**

To explain the circumstances surrounding the violation and to request a reduction or waiver of the penalty, you must complete and return the attached Energy Benchmarking & Reporting Violation Appeal Review Form.

**All appeal responses must be mailed, faxed, e-mailed or delivered to:**

**Mailing Address:**

**Seattle Office of Sustainability and Environment  
Attn: Ashley McCulley  
PO Box 94729  
Seattle, WA 98124-4729**

**Deliver In Person:**

**Seattle Office of Sustainability and Environment  
700 5<sup>th</sup> Ave, 18<sup>th</sup> Floor, Suite 1868  
Seattle, WA 98124-4729**

**Phone (206) 684-3139**

**fax (206) 684-3013**

**e-mail [Ashley.McCulley@seattle.gov](mailto:Ashley.McCulley@seattle.gov)**

\_\_\_\_\_  
RESPONDENT'S SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
AREA CODE                      PHONE

\_\_\_\_\_  
CITY                                      STATE                                      ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
Notice of Violation Number:

\* The date of service is the date the Notice of Violation was mailed or the date the Notice of Violation was served to the building owner, manager or tenant business at the listed property. If multiple methods of service are used, the earliest date is the date of service.

**PAYMENT OF THE MONETARY PENALTY OR REQUEST FOR ADMINISTRATIVE REVIEW  
DOES NOT RELIEVE YOU OF THE DUTY TO CORRECT THE VIOLATION.**

