

**CITY OF RICHMOND  
402 MORTON STREET RICHMOND, TEXAS 77469  
(281) 342-5456**

**NOTICE OF PROCEEDINGS BEFORE THE BUILDING AND STANDARDS COMMISSION**

The Building and Standards Commission (“Commission”) of the City of Richmond will  
Convene in a public meeting on \_\_\_\_\_, \_\_\_\_\_ at \_\_:\_\_\_\_ \_\_.m... Location of  
Hearing \_\_\_\_\_, Richmond, Texas, 77469.

The Commission will consider and take appropriate action pursuant to the Ordinances  
No. 2014-11, City of Richmond, Texas regarding the  
condition of the properties described below.

**RECORD OWNER AND PROPERTY ADDRESS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**ALL AFFECTED PROPERTY OWNERS TAKE NOTICE THAT:**

**THE OWNER, LIEN HOLDER OR MORTGAGEE, OF THE AFFECTED PROPERTIES SHALL BE REQUIRED TO SUBMIT AT THE HEARING PROOF OF THE SCOPE OF ANY WORK THAT MAY BE REQUIRED TO COMPLY WITH THIS SECTION AND THE TIME IN CALENDAR DAYS IN WHICH IT WILL TAKE TO REASONABLY PERFORM THE WORK. EACH OWNER HAS THE RIGHT TO RIGHT TO HIRE AN ATTORNEY AT THEIR COST TO REPRESENT HIM OR HER AT THE HEARING; THE RIGHT TO INSPECT THEIR FILE ON THE PROPERTY AT CODE COMPLIANCE HEADQUARTERS PRIOR TO THE HEARING; AND THE RIGHT TO REQUEST THE PRESENCE OF CITY STAFF FOR THE PURPOSE OF QUESTIONING AND CROSS EXAMINATION AT THE HEARING. ALL INTERESTED PERSONS HAVING QUESTIONS REGARDING THIS NOTICE ARE DIRECTED TO CONTACT THE CITY BUILDING INSPECTOR AT (281) 238-1210.**