

The first step is to navigate to the **part of code** to be downloaded

The screenshot displays the Municode website for Hometown, FL. The top navigation bar includes a search field, notifications, sign in, help, and language selection. The breadcrumb trail indicates the path: Hometown, Florida - Code... / PART I - GENERAL ORDINANCES / Chapter 1 - GENERAL PROVISIONS / ARTICLE II. - ORDINANCE ENFORCEMENT / Sec. 1-41. - Citation method... The left sidebar shows a tree view of the ordinance structure, with 'Sec. 1-41. - Citation method for enforcement of ordinances.' highlighted in a blue box. The main content area displays the text of Section 1-41, which states that the city elects to use the citation method of enforcement of ordinances other than those for which a statutory counterpart exists. It also includes the text of Section 1-42, which lists the required elements of a citation.

Hometown, FL

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Sec. 1-41. - Citation method for enforcement of ordinances.

Pursuant to the authority of Wis. Stats. § 66.0113, the city hereby elects to use the citation method of enforcement of ordinances other than those for which a statutory counterpart exists.

(Prior Code, § 22.01)

Sec. 1-42. - The citation.

The citation shall contain the following:

- (1) The name and address of the alleged violator.
- (2) Factual allegations describing the alleged violation.
- (3) The time and place of the offense.
- (4) The section of the ordinance violated.
- (5) A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so.
- (6) The time at which the alleged violator may appear in court.
- (7) A statement which in essence informs the alleged violator:
  - a. That a cash deposit based on the schedule established by this chapter may be made which shall be delivered or mailed to the clerk of county court or the city police chief or his designated officer prior to the time of the scheduled court appearance.
  - b. That, if a cash deposit is made, no appearance in court is necessary unless subsequently summoned.
  - c. That, if a cash deposit is made and the alleged violator does not appear in court, the nonappearance will be deemed a plea of no contest and summons will be issued for the alleged violator to appear in court to answer the complaint.
  - d. That, if no cash deposit is made and the alleged violator does not appear in court at the time specified, an action may be commenced to collect the forfeiture up to the maximum permitted by law.
- (8) A direction that, if the alleged violator elects to make a cash deposit, the statement which accompanies the citation shall be signed to indicate that the statement required under subsection (7) of this section has been read. Such statement shall be sent or brought with the cash deposit.
- (9) The form of the citation is on file in the city hall and is incorporated into this chapter by reference.

(Prior Code, § 22.02)



Select the **Download** button (blue and white document icon) above the section to be downloaded

The screenshot displays the Municode website interface for Hometown, FL. The top navigation bar includes a search bar, notifications, sign in, help, and language selection. The left sidebar shows a tree view of the ordinance structure, with 'Sec. 1-41. - Citation method for enforcement of ordinances.' highlighted in blue. The main content area shows the text of Section 1-41, including its title and the citation method. Above the text, there is a row of icons for sharing and downloading. The 'Download (Docx)' button, represented by a blue and white document icon, is highlighted with a red square. The right sidebar contains additional sharing options and a 'SHOW CHANGES' button.



Ensure the checkboxes next to the desired **Articles** or **Sections** are checked. Note: Click the blue **+** and **-** buttons to expand or collapse the list of options, and check or uncheck articles and sections of code, as necessary.

The screenshot displays the Municode web application interface for Hometown, FL. The main content area shows the 'Code of Ordinances' with a tree view on the left and a detailed view of 'Sec. 1-41. - Citation method for enforcement of ordinances.' on the right. A red box highlights the 'Sec. 1-41. - Citation method for enforcement of ordinances.' option in the tree view. Below the tree view, a 'Download (Docx)' button is visible. The right sidebar shows a list of sections, with 'Sec. 1-41. - Citation method for enforcement of ordinances.' selected and highlighted in blue. The bottom of the sidebar shows a 'DOWNLOAD' button.

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Secs. 1-12—1-40. - Reserved.

ARTICLE II. - ORDINANCE ENFORCEMENT

Sec. 1-41. - Citation method for enforcement of ordinances.

Pursuant to the authority of Wis. Stats. § 66.0113, the city hereby elects to use the citation method for enforcement of ordinances which a statutory counterpart exists.

(Prior Code, § 22.01)

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The citation shall contain the following:

- (1) The name and address of the alleged violator.
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- (5) A designation of the offense in such manner as can readily be understood.
- (6) The time at which the alleged violator may appear in court.
- (7) A statement which in essence informs the alleged violator:
  - a. That a cash deposit based on the schedule established by this chapter is required to be made with the clerk of the county court or the city police chief or his designated officer prior to the appearance in court.
  - b. That, if a cash deposit is made, no appearance in court is necessary.
  - c. That, if a cash deposit is made and the alleged violator does not appear in court, a contest and summons will be issued for the alleged violator to appear in court.
  - d. That, if no cash deposit is made and the alleged violator does not appear in court, the citation shall be returned to the violator to collect the forfeiture up to the maximum permitted by law.
- (8) A direction that, if the alleged violator elects to make a cash deposit, the citation shall be returned to the violator to collect the forfeiture up to the maximum permitted by law.

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Code of Ordinances

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Chapter 16 - ENVIRONMENT AND

Filename: Sec. 1-41. - Citation method for enforcement of ordinances.docx

DOWNLOAD



Edit the **Filename**, if desired

The screenshot displays the Municode web application interface for Hometown, FL. The left sidebar shows a hierarchical tree of the Code of Ordinances, with 'Sec. 1-41. - Citation method for enforcement of ordinances.' selected and highlighted in blue. The main content area shows the text of this section, including its purpose and citation details. On the right, a 'Download (Docx)' dialog box is open, showing a list of sections under 'Code of Ordinances'. The same section, 'Sec. 1-41. - Citation method for enforcement of ordinances.', is checked. At the bottom of the dialog, the 'Filename' field is pre-filled with 'Sec. 1-41. - Citation method...' and is highlighted with a red box. A green checkmark is visible next to the filename. A 'DOWNLOAD' button is located at the bottom right of the dialog.

**Click Download**

The screenshot displays the Municode web application interface for Hometown, FL. The main content area shows the ordinance structure, with 'ARTICLE II. - ORDINANCE ENFORCEMENT' selected. Under this article, 'Sec. 1-41. - Citation method for enforcement of ordinances.' is highlighted. A sidebar on the left lists the navigation menu, including 'PART I - GENERAL ORDINANCES', 'Chapter 1 - GENERAL PROVISIONS', and 'ARTICLE II. - ORDINANCE ENFORCEMENT'. A 'Download (Docx)' button is visible in the top right corner. A 'Code of Ordinances' sidebar on the right lists the available sections, with 'Sec. 1-41. - Citation method for enforcement of ordinances.' selected. At the bottom right, a 'DOWNLOAD' button is highlighted with a red box.

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- (7) A statement which in essence informs the alleged violator:
  - a. That a cash deposit based on the schedule established by this chapter is required to be made with the clerk of the county court or the city police chief or his designated officer prior to the hearing.
  - b. That, if a cash deposit is made, no appearance in court is necessary.
  - c. That, if a cash deposit is made and the alleged violator does not appear, a contest and summons will be issued for the alleged violator to appear in court.
  - d. That, if no cash deposit is made and the alleged violator does not appear, a contest and summons will be issued for the alleged violator to appear in court to collect the forfeiture up to the maximum permitted by law.
- (8) A direction that, if the alleged violator elects to make a cash deposit, the cash deposit shall be made with the clerk of the county court or the city police chief or his designated officer prior to the hearing.



A download notification will appear

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Coming right up!  
Your Word download is being prepared, which may take seconds but could also take minutes. You will receive a notification when it is ready.  
Feel free to close this.

CLOSE Filename Sec. 1-41. - Citation method... DOWNLOAD



That's it! You can now open your downloaded document and view, edit, or save it as desired. You have just completed a practice tutorial, now go try it on your site!

The screenshot displays the Municode web application for Hometown, FL. The top navigation bar includes a search bar, notifications, sign in, help, and language selection. The sidebar on the left lists various ordinance chapters, with 'Chapter 16 - ENVIRONMENT AND NATURAL RESOURCES' highlighted. The main content area shows the text of Section 1-41 and 1-42, detailing the citation method for enforcement of ordinances and the citation itself. The text is formatted with headings, paragraphs, and numbered lists.

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- Chapter 44 - TRAFFIC AND VEHICLES
- Chapter 46 - UTILITIES

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- (9) The form of the citation is on file in the city hall and is incorporated into this chapter by reference.

(Prior Code, § 22.02)





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