



**CARBONDALE ORDINANCE VIOLATION  
PAY- BY-MAIL / COMMUNITY SERVICE INSTRUCTIONS  
CITY OF CARBONDALE, ILLINOIS**

**CARBONDALE**  
All Ways Open

- A. Pay-By-Mail. (Fine Only Offenses). For a violation of the listed offenses on the reverse side of this form, you may be eligible to exercise either the Pay-by-Mail or Community Service Option, subject to eligibility requirements, by paying (an) administrative fee(s) no later than **10 BUSINESS DAYS** after the date you received the citation(s) (date of arrest):
1. In order to exercise the Pay-By-Mail option, submit FULL payment(s) for the violation(s) in the amount shown next to the offense(s) on the reverse side of this form to the **Carbondale Police Department or online at [www.explorecarbonda.com](http://www.explorecarbonda.com)**;  
AND
  2. Complete and submit the form(s) below (Waiver of Trial) to the Carbondale Police Department or online at [www.explorecarbonda.com](http://www.explorecarbonda.com) with your payment(s).

Payment Method For Pay-By-Mail. Payment(s) and completed Waiver of Trial Form(s), one for each offense, must be submitted to the **Carbondale Police Department or online at [www.explorecarbonda.com](http://www.explorecarbonda.com) no later than 10 business days from date of arrest**. Payment(s) may be made by cashier's check, certified check, money order via mail or online at [www.explorecarbonda.com](http://www.explorecarbonda.com). Payment(s) may also be in cash or by VISA or Master Card if paying in person. Payments must be made payable to the City of Carbondale. **NO PERSONAL CHECKS WILL BE ACCEPTED**. Payment(s) can be received between 8:00 a.m. and 4:00 p.m., Monday through Friday at the Carbondale Police Department, 501 South Washington Street or mail to:

Carbondale Police Department  
City of Carbondale/Pay-by-Mail  
501 South Washington Street, P.O. Box 2047  
Carbondale, IL 62902-2047

- B. Community Service. If you have violated Section 2-5-10B (Restrictions as to Persons Under the Age of 21), Section 2-5-5 (Public Possession of Alcohol), Section 10-2-2 (Litter), Section 10-2-18 (Failure to Maintain Premises Free of Litter), Section 14-2-5 (Public Indecency), Section 14-2-6 (Public Urination), Section 14-4-7 (Use of Amplified Sound Device), Section 14-7-2 (Possession of Cannabis), Section 14-7-3 (Possession of Drug Paraphernalia), or 14-7-4 (Sale of Drug Paraphernalia) then you may choose to either: 1) pay the administrative fine(s) as set forth on the back of this sheet and in the same manner as stated in paragraph A, or 2) contact the City Attorney's Office within **10 business days** from date of arrest to sign up for the community service option. For violations of Sections 2-5-10 (B), 14-7-2, 14-7-3 and 14-7-4, you are required to pay \$125.00 and complete 25 hours of community service within 45 days of signing up for community service; for violation of Section 14-4-7, you pay \$50.00 and complete 12 hours of community service within 45 days of signing up for community service; for violations of Sections 2-5-5, 10-2-2, 10-2-18, 14-2-5 or 14-2-6 you pay \$38 and complete 12 hours of community service within 45 days of signing up for community service. You may not use this option for more than one offense.

- C. Ineligibility for Pay-by-Mail or Community Service. You may **not** exercise the Pay-by-Mail or Community Service option, **regardless of the Pay-By-Mail box being checked on your citation or upon receipt of this form, in the following instances:**
1. You are contesting the ticket;
  2. You have exercised the pay-by-mail/community service option in the past; OR
  3. You have been convicted or placed on supervision for **any** violation of city ordinance, or State or federal law, excluding traffic offenses.

**WARNING: If the City of Carbondale does not receive the full payment and the completed Waiver of Trial form, or if you have not signed up for Community Service within Ten (10) Business days from the date you received the ticket, you MUST appear in court at the time and place stated on your ticket or be subject to arrest.**

**\*\* If you have any questions regarding these options, promptly contact the City Attorney's Office at (618) 457-3215.**

\*\*\*\*\*Please complete and return this portion with Payment\*\*\*\*\*

**WAIVER OF TRIAL**

The undersigned accepts the City's offer to settle the charge alleged on the enclosed Notice to Appear and freely and voluntarily waives his/her right to a trial in connection with said charges. The undersigned further understands that said offer is a final settlement of any and all claims related to the charge.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

**ORDINANCE VIOLATIONS PAYABLE BY MAIL**

Persons **eligible** for Pay-By-Mail, charges with violating any section of the Carbondale Revised Code listed below, may settle the charges against them administratively by paying the amount listed for those offenses **within ten (10) business days** of the issuance of the Notice to Appear ticket(s). If payment in full is made within ten (10) business days, no charges will be filed and you need not appear on the court date specified on the Notice to Appear. If payment is not made in full, then you **must** appear in court on the date of the Notice(s) to Appear. Payment of any citation does not abrogate your responsibility to correct and cease the violation(s), if necessary.

**NOTE:** Offenses with asterisk (\*) are eligible for the Community Service Program. You **must** contact the Carbondale City Attorney's Office and pay (a) non-refundable administrative fee(s) **within ten (10) business days** from the date of arrest to be eligible for this Program. (See reverse side for instructions on entering the Program.)

| <u>Section</u>   | <u>Description of Offense</u>                                    | <u>Fine</u> | <u>Section</u>                                       | <u>Description of Offense</u>   | <u>Fine</u> |
|--|--|-------------|--|---|-------------|
| <b><u>ALCOHOL LIQUOR</u></b>   |  |             | <b><u>OFFENSES AND PENALTIES</u></b>                 |   |             |
| 2-4-19   | Display of License   | \$ 50.00    | 14-2-2   | Fighting  | \$ 75.00    |
| 2-5-4  | Hours of Operation   | \$ 150.00   | 14-2-3   | Intimidation  | \$ 100.00   |
| *2-5-5   | *Possession/Consumption on Public Property                       | \$ 75.00    | *14-2-5  | *Public Indecency   | \$ 75.00    |
| 2-5-8  | Gambling in a Liquor Establishment                               | \$ 75.00    | *14-2-6  | *Public Urination   | \$ 75.00    |
| *2-5-10 (B)  | *Restrictions as to Persons under the age of 21                  | \$ 250.00   | 14-2-7   | Reckless Conduct  | \$ 150.00   |
| <b><u>ANIMALS</u></b>  |  |             | 14-3-3   | Retail Theft  | \$ 200.00   |
| 3-4-1  | Licenses/Registration Required                                   | \$ 50.00    | 14-3-4   | Damage to Property  | \$ 150.00   |
| 3-4-2  | Tags   | \$ 50.00    | 14-3-5   | Cable Television Service Offenses   | \$ 75.00    |
| 3-4-3  | Vaccination of Dogs and Cate                                     | \$ 50.00    | 14-3-6   | Trespass to Land and Vehicles   | \$ 100.00   |
| 3-4-4  | Running at Large Prohibited                                      | \$ 75.00    | 14-4-2   | Disorderly Conduct  | \$ 150.00   |
| 3-4-6  | Removal of Excrement   | \$ 50.00    | 14-4-3   | Gambling  | \$ 75.00    |
| 3-4-7  | Misc Animal Offenses   | \$ 50.00    | 14-4-6   | Use of False Identification   | \$ 100.00   |
| 3-6-1  | Animal Care  | \$ 250.00   | *14-4-7  | *Use of Sound Amplifying Devices  | \$ 100.00   |
| 3-6-2  | Cruelty to Animals   | \$ 250.00   | 14-4-8   | False Alarms  | \$ 150.00   |
| 3-6-7  | Diseased Animals   | \$ 75.00    | 14-4-9   | Fireworks   | \$ 75.00    |
| 3-6-8  | Birds and Squirrels  | \$ 75.00    | *14-7-2  | *Possession of Cannabis (A)   |             |
| <b><u>BUILDING, PLUMBING, ELECTRICAL AND HOUSING REGULATIONS</u></b> |  |             |  | 31-40 grams   | \$ 100.00   |
| 4-1-1  | Adoption of BOCA National Building Code                          | \$ 150.00   |  | 41-60 grams   | \$ 250.00   |
| 4-1-2  | Building Permits and Fees  | \$ 150.00   |  | 61-80 grams   | \$ 500.00   |
| 4-2-1  | Adoption of IL Plumbing Code                                     | \$ 150.00   |  | 91-100 grams  | \$ 750.00   |
| 4-2-2  | Plumbing Permits   | \$ 150.00   |  | *Possession, Sale or Providing to Minors (B)                              | \$ 250.00   |
| 4-3-3  | Adoption of National Electrical Code                             | \$ 150.00   | *14-7-3  | *Unlawful Consumption of Cannabis (C)                                     | \$ 75.00    |
| 4-3-7  | Electrical Permits Required                                      | \$ 150.00   | *14-7-4  | *Possession of Drug Paraphernalia   | \$ 250.00   |
| 4-4-7  | Standards for Exterior Property Areas                            | \$ 100.00   | *14-7-5  | *Sale of Drug Paraphernalia   | \$ 250.00   |
| 4-4-8  | Standards for Maintenance of Dwellings                           | \$ 100.00   | 14-7-5   | *Sale/Distribution of Nitrous Oxide                                       | \$ 200.00   |
| 4-4-14   | Primary Responsibilities   | \$ 75.00    |  | Use of Nitrous Oxide  | \$ 50.00    |
| 4-4-16   | Mandatory Rental Housing Inspection Program                      | \$ 75.00    | <b><u>PLANNING, ZONING AND SUBDIVISIONS</u></b>      |   |             |
| 4-15-1   | Property Maintenance Code Adoption                               | \$ 75.00    | 15-1-7   | Site Plan Requirement   | \$ 250.00   |
| <b><u>GARBAGE AND OTHER REFUSE</u></b>                               |  |             | 15-2-63  | Sign Permits  | \$ 150.00   |
| 10-1-8   | Storage of Refuse  | \$ 75.00    | 15-2-87  | Zoning Certificates, Building Occupancy Permits Required                  | \$ 250.00   |
| 10-1-10  | Curbside Collection Requirements                                 | \$ 75.00    | 15-4-1-3   | General Landscape Requirements  | \$ 75.00    |
| *10-2-2  | Litter in Public Places  | \$ 75.00    | <b><u>PUBLIC UTILITIES AND OTHER ENTERPRISES</u></b> |   |             |
| 10-2-3   | Placement of Litter in Receptacles so as to prevent Scattering   | \$ 75.00    | 16-8-4   | Use of Boats  | \$ 50.00    |
| 10-2-5   | Merchant's Duty to Keep Sidewalks Free of Litter                 | \$ 75.00    | 16-8-5   | Fishing   | \$ 50.00    |
| 10-2-6   | Litter Thrown by Persons in Vehicles                             | \$ 75.00    | 16-8-6   | Swimming  | \$ 50.00    |
| 10-2-7   | Truckloads Causing Litter  | \$ 75.00    | 16-8-7   | Shooting/Hunting  | \$ 50.00    |
| 10-2-8   | Litter in Parks  | \$ 75.00    | 16-8-8   | Destruction of Trees/Property   | \$ 50.00    |
| *10-2-18   | *Owner and Person in Control to Maintain Premises Free of Litter | \$ 75.00    | 16-8-9   | Motorized Vehicles  | \$ 50.00    |
| <b><u>HEALTH AND SAFETY</u></b>                                      |  |             | 16-8-10  | Household Garbage   | \$ 50.00    |
| 11-4-1   | Weeds and Other Matter   | \$ 75.00    | 16-8-11  | Animals   | \$ 50.00    |
|  |  |             | 16-8-12  | Parking   | \$ 50.00    |
|  |  |             | 16-8-13  | State Boating Safety Rules  | \$ 50.00    |
|  |  |             | 16-8-14  | Fires   | \$ 50.00    |
|  |  |             | 16-8-15  | Picnicking and Camping  | \$ 50.00    |
|  |  |             | 16-8-16  | Trespass  | \$ 100.00   |
|  |  |             | 16-8-17  | Public Use Areas  | \$ 50.00    |
|  |  |             | 16-8-18  | Soliciting and Concessions  | \$ 50.00    |
|  |  |             | 16-8-19  | Construction/Erection of Structures and Objects                           | \$ 50.00    |
|  |  |             | 16-8-20  | Diving, Jumping or Repelling from Cliffs, Rocks, Bluffs and Other Objects | \$ 50.00    |
|  |  |             | 16-8-21  | Alcoholic Beverages   | \$ 75.00    |