



## ADMINISTRATIVE OFFENSE (non-criminal code violation)

State of Minnesota  
City of Long Prairie

The undersigned states:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Case: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

DL: \_\_\_\_\_ Badge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Lic : \_\_\_\_\_ State: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Location: \_\_\_\_\_

Located in the City of Long Prairie, State of Minnesota, did commit the following offense(s):

Ubicado en la ciudad de Pradera Larga, estado de Minnesota, cometió los siguientes delitos:

| OFFENSE                                                                     | STATUTE/ORDINANCE       | PENALTY  |
|-----------------------------------------------------------------------------|-------------------------|----------|
| ____ Other Offense                                                          | _____                   | \$ _____ |
| ____ Public Nuisance                                                        | 11.104                  | \$100.00 |
| ____ Failure to Register / License Dog                                      | 12.102 (2)              | \$ 60.00 |
| ____ Animal Running at Large – 1 <sup>st</sup> Offense                      | 12.105 (1)              | \$ 50.00 |
| ____ Animal Running at Large – 2 <sup>nd</sup> Offense                      | 12.105 (1)              | \$150.00 |
| ____ Animal Running at Large – 3 <sup>rd</sup> Offense                      | 12.105 (1)              | \$250.00 |
| ____ Animal Running at Large – 4 <sup>th</sup> Offense                      | 12.105 (1)              | \$350.00 |
| ____ Barking Dog Violation – 1 <sup>st</sup> Offense                        | 11.707 (1) (2) (3)      | \$ 50.00 |
| ____ Barking Dog Violation – 2 <sup>nd</sup> Offense                        | 11.707 (1) (2) (3)      | \$150.00 |
| ____ Barking Dog Violation – 3 <sup>rd</sup> Offense                        | 11.707 (1) (2) (3)      | \$250.00 |
| ____ Barking Dog Violation – 4 <sup>th</sup> Offense                        | 11.707 (1) (2) (3)      | \$350.00 |
| ____ Biting Animal Offense                                                  | 12.111 (1)              | \$100.00 |
| ____ Animal Fecal Littering                                                 | 12.107 (3)              | \$100.00 |
| ____ Long Grass / Snow– 1 <sup>st</sup> Offense                             | 11.102 (8) / 11.103 (1) | \$ 50.00 |
| ____ Long Grass / Snow – 2 <sup>nd</sup> Offense                            | 11.102 (8) / 11.103 (1) | \$150.00 |
| ____ Long Grass / Snow – 3 <sup>rd</sup> Offense                            | 11.102 (8) / 11.103 (1) | \$250.00 |
| ____ Long Grass / Snow – 4 <sup>th</sup> Offense                            | 11.102 (8) / 11.103 (1) | \$350.00 |
| ____ Mobile Food Truck – No License                                         | 14.202                  | \$200.00 |
| ____ Failure to Display/Obtain ATV Permit (per Year)                        | 8.600                   | \$ 50.00 |
| ____ Failure to Display/Obtain Building Permit – Fine + 2X Bldg. Permit Fee |                         | \$100.00 |
| ____ Failure to Obtain Permit for <u>ANY</u> Type Bldg./Construction Work   |                         | \$100.00 |

**PENALTIES: IF NOT PAID WITHIN 5 DAYS - \$25.00 ADDITIONAL, AFTER 15 DAYS - \$30.00  
ADDITIONAL, AFTER 30 DAYS – SUMMONS AND COMPLAINT ISSUED**

Officer: \_\_\_\_\_  
Printed Officer Name

Signature: \_\_\_\_\_  
Signature



Escaneo para  
Español

Scan Code  
for LP  
Ordinance or  
Spanish  
Information

**READ CAREFULLY**

You have the right to an administrative hearing if you wish to contest this ticket. Please contact the Long Prairie City Administrator at (320) 732-2167 **within 7 days** of the violation date, to schedule a hearing. If you wish to admit to the administrative offense on the reverse side of this notice, you must, **within 7 days** of its issuance, mail or bring the penalty set forth, together with this notice, to the Long Prairie City Hall.

**FAILURE TO PAY**

Failure to pay the penalty imposed may result in the issuance of a complaint as authorized by law. The noted violation as stated on this notice shall then be submitted by the Todd County District Court as provided for in Minnesota State Statutes.

I understand I have the right to an administrative hearing and that by paying this penalty, I am admitting to an Administrative Offense and am waiving that right.

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Signature

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Date

**MAKE CHECKS PAYABLE TO: The City of Long Prairie**

Send check or money order only. DO NOT mail cash! (Please note an additional charge of up to \$30.00 will accrue and then added to the total for all returned checks).

**MAIL OR DELIVER IN PERSON TO: Long Prairie City Hall  
615 Lake Street South  
Long Prairie, MN 56347  
(320) 732-2167**

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An Administrative Citation carries only a financial penalty, so the State will NOT record this onto your driving record. This Administrative Citation procedure is meant to be voluntary by those individuals that have received citations. Any time prior to the payment of the administrative penalty, an individual may withdraw from participating in the procedure, in which event, the City may bring criminal charges in accordance with the law. Likewise, the City of Long Prairie, at its discretion, may choose not to initiate an administrative offense and bring criminal charges in the first instance.

**Please Scan the QR Code below for the City of Long Prairie  
Ordinance & Spanish Information:**



*Escaneo para  
Español*

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