

Zoning Violation Procedure

1. Identify zoning violation
2. Visit site of violation
 - a. Record and document violations observed
 - b. Take pictures
3. Write up notice of violation letter
 - a. Send violation letter to property owner and renter (if applicable)
4. Re-visit site once violation letter timeframe has expired
5. If violation has been resolved – close case
6. If violation has not been resolved
 - a. Record and document violations observed
 - b. Re-take pictures
7. Send final notice of violation to property owner and renter (if applicable)
8. Re-visit site once final notice timeframe has expired
9. If violation has been resolved – close case
10. If violation has not been resolved write citation
11. Write new citations for each occurrence of violation (timeframe to be determined by Council, daily, weekly)
12. Refer to Attorney for further action

Zoning Violation Procedure Guidelines

Resolution Timelines

Grass and weeds:

1st notice – 5 days

2nd notice – 5 days

Mowed and billed after notice expiration

Issue: this process can take up to a month based on current postal service timeframes for delivering mail. It can now take 7 – 10 days for a letter to get across town.

Blight:

1st notice 15 days

2nd notice 7 days

Day 23 – write citation

New citation may be written every week until resolved or referred to Attorney