



Community Development Department

Policies & Procedures

Division: Administrative/Code Enforcement

Policy: 2a

Effective Date: 01/14/09

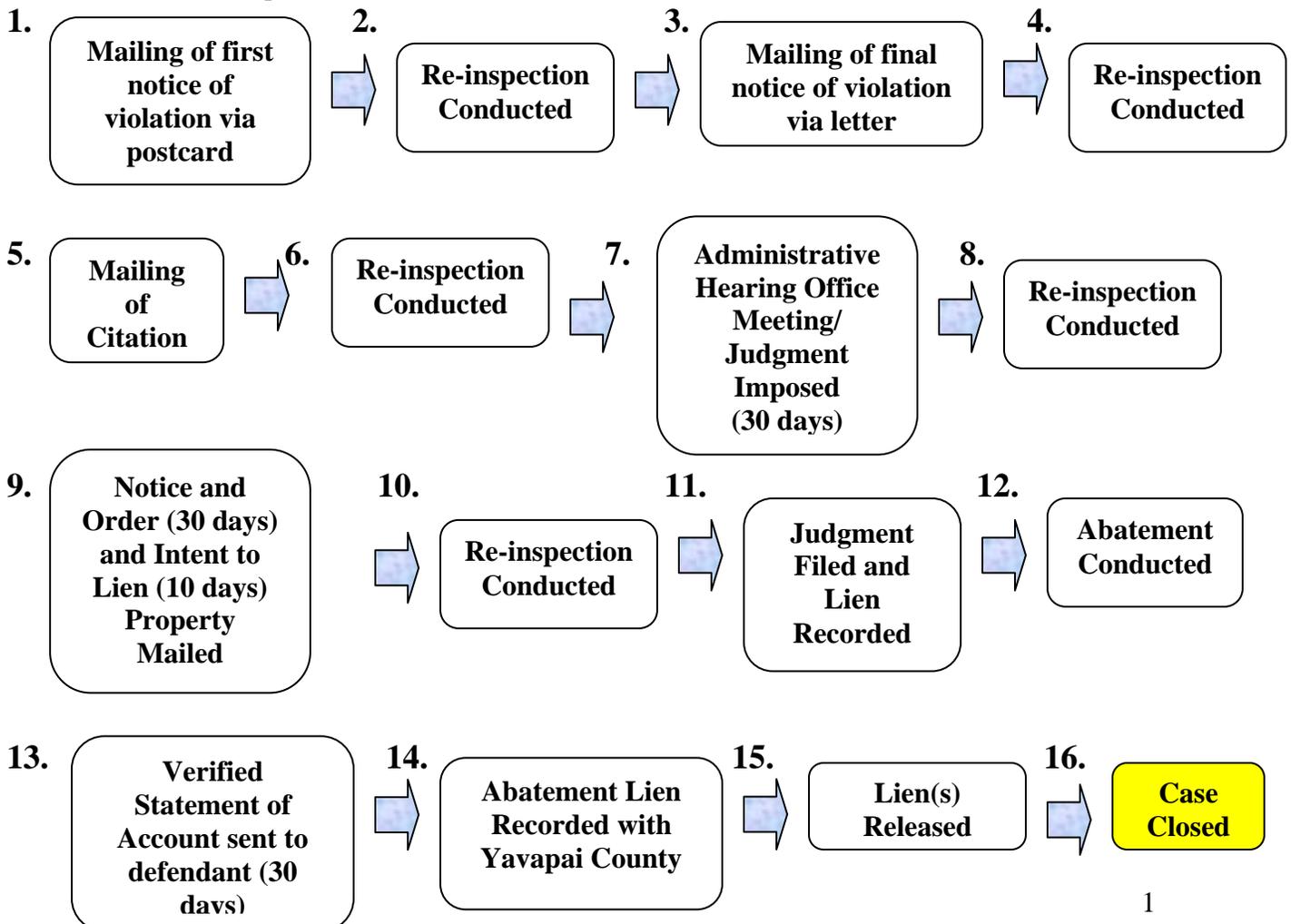
Revised: 06/10/10

CODE ENFORCEMENT VIOLATION PROCESSING

Pursuant to adopted Town and Department policy, the following violation processes have been implemented related to providing notifications to citizens and property owners related to code enforcement violations.

STANDARD:

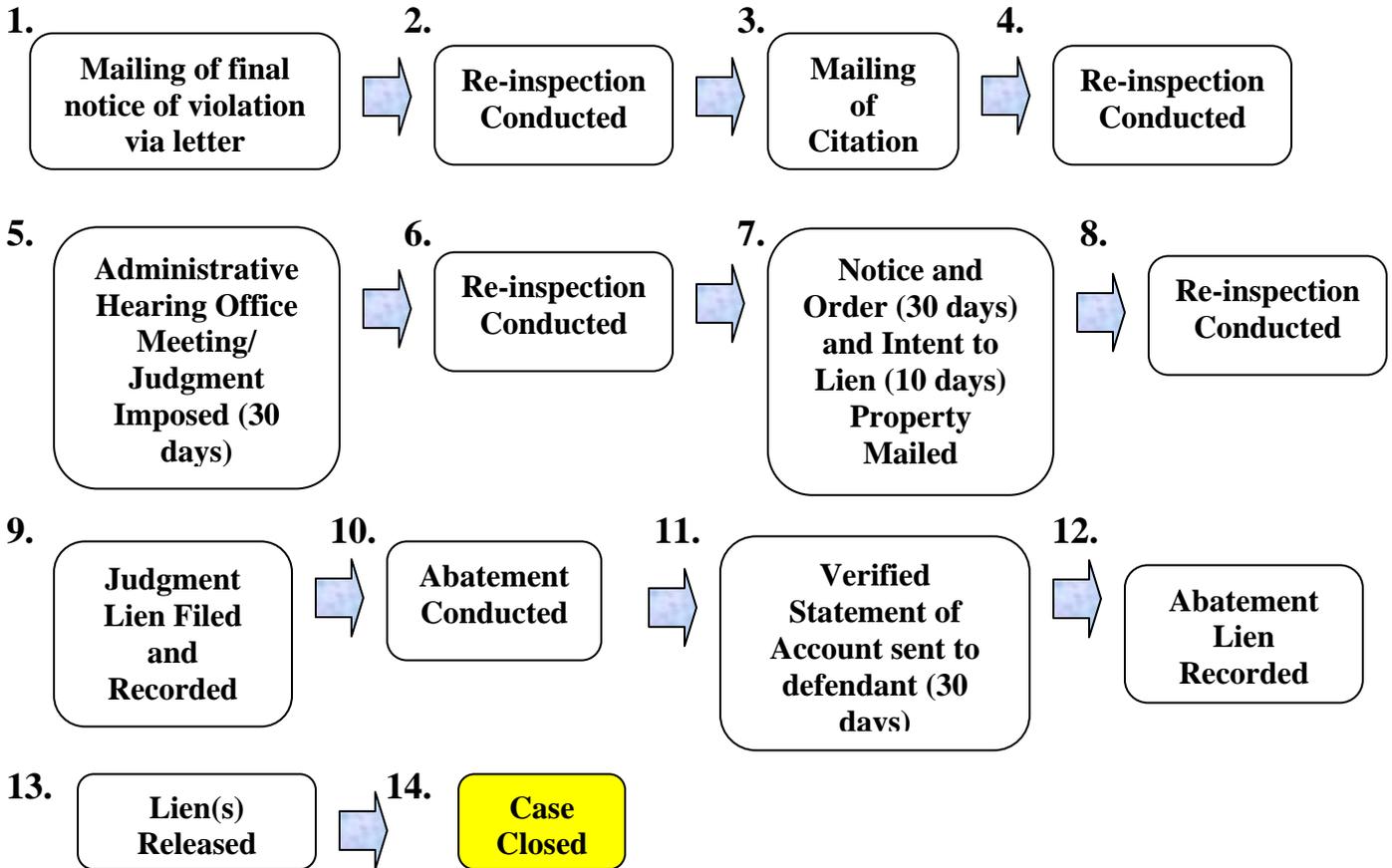
The first process is the “Standard” process, with a routine timeframe between 10 – 45 days from the date of initialization. This process is demonstrated below.



CHRONIC VIOLATOR OR PROPERTY PROCESS:

The Building Official and/or the Zoning Official may deem a property owner or property to be “**chronic**” as outlined below:

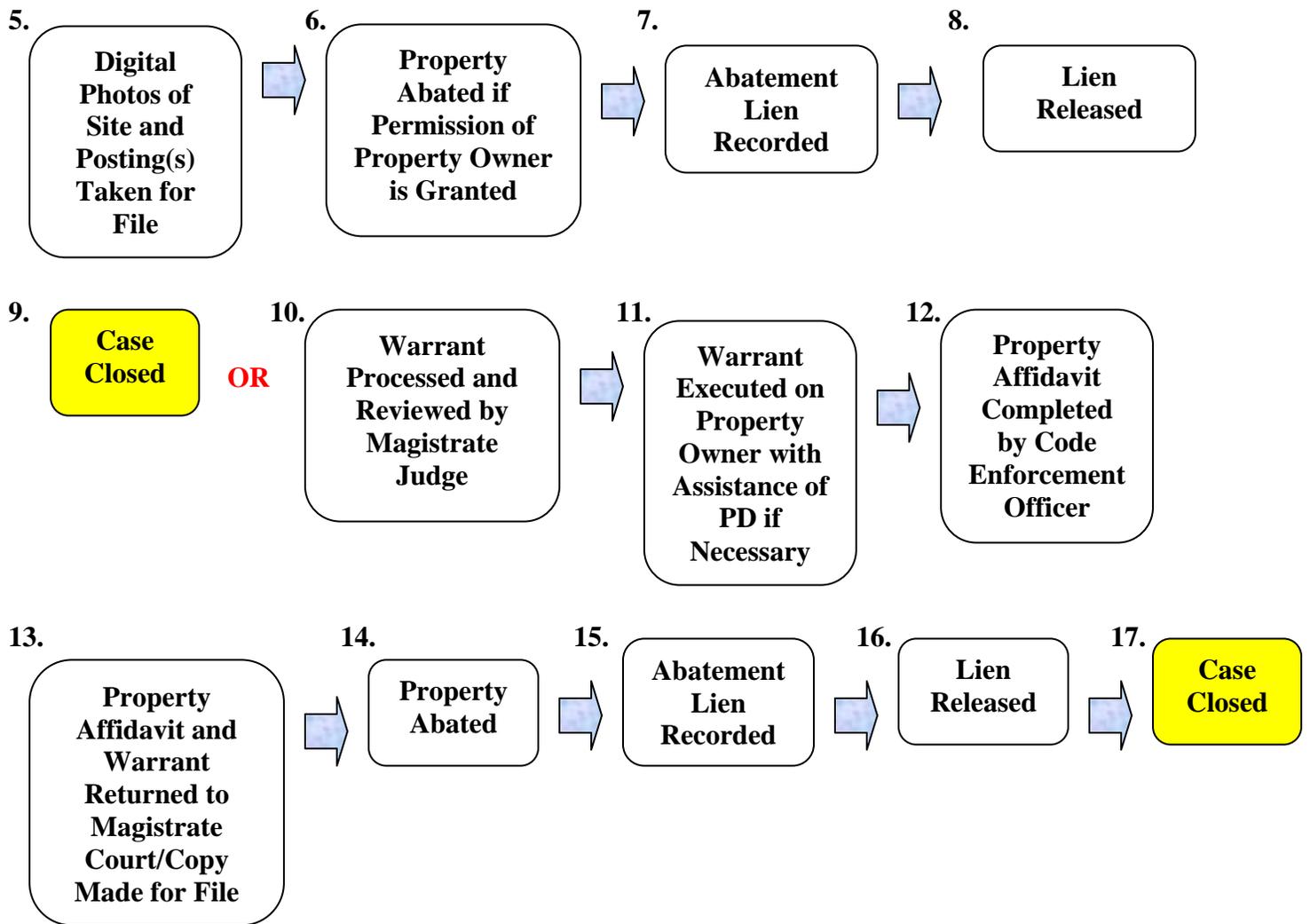
A “**Chronic Violator**” is defined as any property owner that is determined to be in violation of the same Town Code(s) three (3) or more times during any twenty-four (24) month calendar period. A “**Chronic Property**” is defined as any property that is determined to be in violation of the same Town Code(s) three (3) or more times during any twenty-four (24) month calendar period while under the same ownership and/or Property Management Company, if said company is listed as the legally responsible party.



NOTICE AND ORDER:

The final violation process is the “Notice and Order” process. This process provides a more expeditious notification timeframe and should be used when the zoning or building official deem there to be life/safety factors existing on the property. When this process is requested, the following guidelines apply:





DISTRIBUTION OF NOTICES OUTSIDE NORMAL POLICY:

Effective as of the date of this policy, no random mailings outside of the normal approved procedure are to be sent out without a review by the Administrative Supervisor and/or an electronic review by the Administrative Staff in the Permits Plus system. Random mailings should only be sent when circumstances dictate an unusually sensitive situation. All mailings should also meet the following criteria:

- All mailings are to be sent out by regular and certified mail;
- All mailings are to have the code enforcement case number/hearing number contained within the body of the letter (should one exist);
- All mailings are to be forwarded to the Administrative Staff electronically by the professional requesting the mailing; and
- All mailings are to be linked electronically to the code case within Permits Plus through Office Link.