

Code Enforcement Process

STEP 1

Violation

This is when the violation has either received a complaint or been observed by the Code Enforcement Officer

STEP 2

30-Day Notice

A 30-day courteous letter will be issued to give notice to owner to correct the violation before the formal enforcement process begins.

STEP 3

10-Day Notice

If no progress has been made to correct the violation, an order is issued directing the owner to correct the problem or request additional time within 10 days.

STEP 6

Court Complaint

A complaint will be filed with Municipal Court where a fine will be assessed and/or an abatement will be ordered.

STEP 5

30-Day Grace Period

After the Administrative Order has been issued 30 days will be given to correct the issue or request more time.

STEP 4

Final Notice

After 30 days from Step 3 has passed, if no change made or additional time requested, an administrative order will be made finding the owner uncompliant.

STEP 7

Notice To Appear

A Notice-to-Appear will be issued to appear in court for the violation.

STEP 8

Failure To Appear

If no appearance has been made, a 30-day Notice-To-Appear will be issued. If yet no appearance has been made a second and final 30-day Notice-To-Appear will be issued.

STEP 9

Bench Warrant

If no appearance in court has been made after the two 30-Day Notice-To-Appears, a Bench Warrant will be issued.