

# EGELSTON TOWNSHIP



## Egelston Township Code/Ordinance Enforcement Process

- 1) A written report is received, by the Township, of a possible code/ordinance violation. The report is given to the Building Dept. and put on the Building Official's schedule for a site visit.
- 2) If the "Official" determines there is no violation, the case will be closed.
- 3) If there is a violation, documentation of the violation and an electronic file will be started.
- 4) Documentation of the violation and the first notice from the Township will be sent to the property owner. If the property is a rental, both the occupant and the property owner will receive a notice of violation.
- 5) The "owner/occupant" have fourteen (14) days to address the violation.
- 6) If after fourteen (14) days the violation has not been addressed, the "Official" will do a second site visit. If the violation(s) still exist, a second notice will be sent to the "owner/occupant".
- 7) After fourteen (14) days of the second notice, the "Official" will do a third site visit. If the violation(s) have not been addressed, at that time, all the documentation will be forwarded to the Township Attorney.
- 8) An Attorney letter will be sent to the "owner/occupant" addressing the violation(s).
- 9) It should be noted that if the "owner/occupant" contacts the Township, in regards to the violation(s), it is at the discretion of the "Official" to allow extra time to address the violation(s).
- 10) If after fourteen (14) days of the "owner/occupant" receiving the Attorney letter, the "Official" will do a final site visit of the property and if the "Official" determines the violation has not been addressed, a ticket will be issued and a court date will be set.
- 11) If the violation has been addressed and in compliant, the case will be closed.