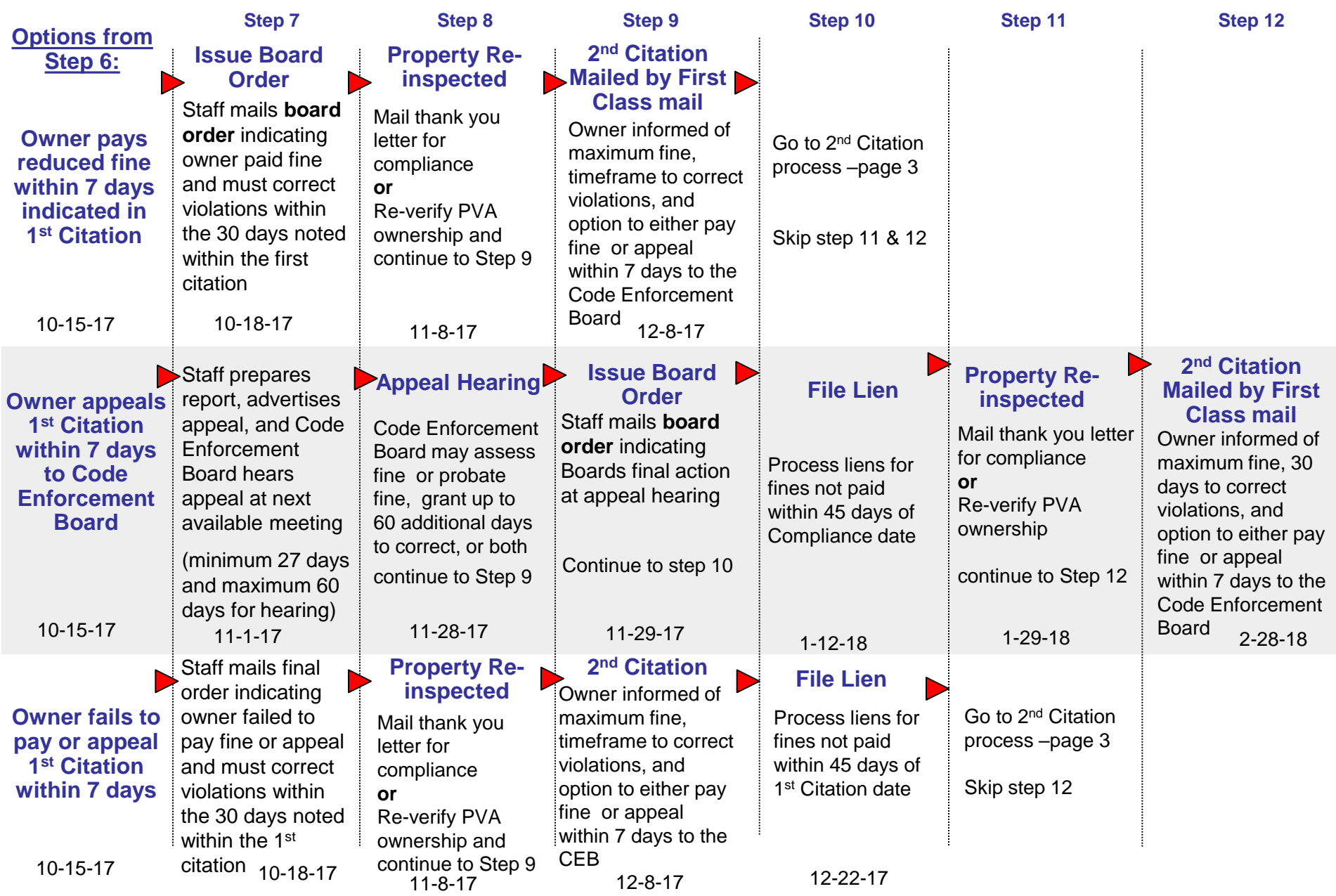


# Process Steps for Code Violations – excluding weeds, motor vehicles, boats, appliances, and imminent danger

	Step 1 1 day	Step 2 5 days	Step 3 1-14 days	Step 4 30 days	Step 5 1 day	Step 6 30 days
<b>Expedited process per HB422 and updated Nuisance Code</b>	<p><b>Complaint received and inspected</b></p> <p>Conducted by Code Enforcement Inspectors</p> <p>Only applies to private property</p> <p>Public property forwarded to other departments</p>	<p><b>Courtesy letter mailed by First Class Mail</b></p> <p>Step 2-3 skipped for repeat violators</p> <p>Owners asked to contact staff within 5 days</p> <p>No courtesy letters for weeds, motor vehicles, boats, appliances, or imminent danger</p>	<p><b>Property Re-inspected</b></p> <p>If violation remain, then Violation Notice mailed by certified mail.</p> <p>7-14 additional days to comply can be given to owners that contact staff</p>	<p><b>Violation Notice mailed by certified mail</b></p> <p>Owners have up to 30 days to comply</p> <p>Owner may request additional time to complete after showing progress or extraordinary conditions</p>	<p><b>Property Re-inspected</b></p> <p>Conducted per timeframe noted on Notice of Violation by Code Enforcement Inspectors</p>	<p><b>Citation Mailed by First Class mail</b></p> <p>Owner informed of maximum fine, 30 days correct violations, and option to either pay a reduced fine within 7 days or to file an appeal within 7 days to Code Enforcement Board</p>
<b>GOAL</b>	Initial violation identified	Make first offender aware of violation and compliance	Verify violation has been corrected or remains valid	Formally inform owner of violation and specific correction timeframe	Verify violation remains or has been corrected	Take civil penalty and action against owners that fail to comply with Notice of Violation
<b>OUTCOME</b>	<p>Document complaint is valid or invalid</p> <p>Verify PVA ownership of property</p>	<p>Mail thank you letter for compliance or</p> <p>Continue to Step 3</p>	<p>Mail thank you letter for compliance or</p> <p>continue to Step 4</p>	<p>Seeking compliance within specified timeframe</p> <p>Owner may appeal Notice to Code Enforcement Board with a filing fee of \$150 within 10 days</p>	<p>Mail thank you letter for compliance or</p> <p>Re-verify PVA ownership and continue to Step 6</p>	Continue to step 7
<b>Action date</b>	9-1-17	9-6-17	9-7-17	10-7-17	10-8-17	11-7-17

# Process Steps for Code Violations – excluding weeds, motor vehicles, boats, appliances, and imminent danger

**1<sup>st</sup> Citation issued – 3 options are available:**



# Process Steps for Code Violations – excluding weeds, motor vehicles, boats, appliances, and imminent danger

## 2<sup>nd</sup> Citation issued – 3 options are available:

