

ARMADA TOWNSHIP
PROCEDURES FOR ORDINANCE ENFORCEMENT

(Adopted: 12/8/2010)

I. RECEIVE COMPLAINT:

- a. All complaints/forms, written or by phone, (anonymous complaints are discouraged) shall be submitted to the Supervisor's office. The supervisor will assign a number and enter into complaint book.
- b. The Supervisor will review Township Ordinance to determine if an ordinance violation exists and direct the Code Enforcer accordingly.
- c. If an anonymous complaint is received, the Supervisor will direct the Code Enforcer to drive by realty/property in an attempt to verify statements by the anonymous complainant. If violation cannot be verified, a written report of the investigation will be placed in file labeled "Unconfirmed Complaints".
- d. Upon confirmation of an Ordinance violation, a written or phoned complainant, if willing, will be met and asked to complete and sign a complaint form that includes name, address, phone number and affirm willingness to testify.
- e. All paperwork pertaining to a complaint shall remain on file in the Township hall. The Code Enforcer shall report all actions to Supervisor weekly.

II. INVESTIGATION PROCESS:

- a. View Property:
 1. Must obtain property owners permission before going on property.
 2. Take notes of property condition. (Fill out site inspection form).
 3. Take photos from road or obtain permission from neighbors.
 4. Discuss condition of property with owner/occupant and or neighbors.
 5. Write report. (Include reference(s) to specific section of Ordinance)

ORDINANCE VIOLATION: Code Enforcer is to proceed to determine whether or not, in the authorized Code Enforcers opinion, there exists an ordinance violation.

1. If NO violation:

File written report stating reasons for closing investigation.
(Complaint form must be placed in closed file).
2. If YES violation:
 - a. Mail using USPS, a FIRST NOTICE letter requesting response within 10 days and include copy of section of the applicable Ordinance.
 - b. Code Enforcer shall work with responsive property owners to establish reasonable schedule to establish compliance.
 - c. If no response is received, the Code Enforcer shall within 5 days send a SECOND and FINAL NOTICE by certified mail requesting response within 10 days advising upcoming legal action for noncompliance.
 - d. If there is no response to the Final Notice, proceed to the Violation letter procedure.

When compliance is obtained, Code Enforcer to make closed report and file all documents in the closed file.

III. VIOLATION LETTER:

- a. Request violation letter from Christine Anderson at Seibert & Dloski, by faxing to their office copies of all letters, photos and reports of violation situation.
- b. If no contact or compliance is received from property owner as directed by Violation Letter; proceed to issue Appearance Ticket procedure.

IV. ISSUE APPEARANCE TICKET TO PROPERTY OWNER AND/OR OCCUPANT: (This action requires the Supervisors approval. Board of Trustees shall be notified).

Appearance tickets requirements:

1. Note Ordinance section violated
2. Date to appear is: "to be notified by court"
3. Original must be given to property owner
4. One copy to mailed to Seibert & Dloski, (verify receipt).
5. Remaining copies for Township files.

Subsequent steps for complaint, warrant and District court processes to be coordinated by Christine Anderson of Siebert & Dloski, Twp. Supervisor and Code Enforcer. Further, Circuit Court action must be directed by Township Board.

When compliance is obtained, Code Enforcer to make closed report and file all documents in the closed file.

**Adopted: December 8, 2010
Armada Township Board**