

## Policy on Enforcement Actions

The following procedures are set forth to establish a uniform practice by any and all persons responsible in Rollin Township for the enforcement of Ordinances, Building issues and Zoning issues. The purpose is to assure that all residents and property owners within the Township are treated equally. The following sequence shall be followed whenever a violation is observed, whether by direct observation or by complaint.

1. Upon being made aware of a violation, a file should be opened in which the nature of the violation, date, and hour of the Township being made aware of the violation, by whom or how the violation was reported, and other pertinent information regarding the violation and/or complaint.
2. An action report shall be started.
3. The enforcement official shall go to the site and view the violation if he or she was not the original observer. At this time a preliminary investigation will be conducted, noting the address, observed conditions, magnitude of the violation and any mitigating circumstances that might be present.
4. An attempt to contact the violator and the owner of the property in person, or by telephone, if a visit is not convenient, shall be made. If the owner is out of state, they may be notified by first class letter. This contact should include oral notification of the violation and a request to achieve compliance within a reasonable time. Copies of letters and a synopsis of any conversations shall be included in the file. Emphasis must be put on the fact the Township wants to achieve compliance and not court action.
5. Within one week of the deadline given, Township shall reinspect the site to confirm the violation has been rectified.
6. If the violation has not been rectified, the Township shall send a written notice of violation on an approved form to the violator by certified mail, return receipt requested (RRR), together with a copy of said notice to the owner of the property by first class mail. Said notice shall set a date for compliance.
7. If, upon inspection within five (5) days of the afore set deadline, compliance has not been achieved, the Township shall send a letter by certified mail, RRR, in which the previous two deadlines have been missed and that a new deadline, not more than 10 days after the date of delivery shall be set for compliance. This notice shall include wording threatening township action to enforce its ordinances.
8. If the letter is not delivered, it shall be preserved, unopened, in the file.
9. Should compliance not be achieved at this point, the Township will convey all records to the Township Attorney to pursue the case until the violation is cleared up or a judge rules on the case.

**Adopted by the Rollin Township Board March 11, 2009**

