

Passed: July 20th, 2021
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Powell Township Government

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Enforcement of Violations Procedure

This procedure is for Powell Township Government Supervisor, Enforcement officer, or zoning administrator to follow when violations to active ordinances and zoning regulations

1. Record complaint received or how the violation was identified- keep a written record of complaint
2. Document the violation
 - a. Visit the site and take written notes of violation
 - b. Take photos of violation; Date photos and identify who took them,
 - c. Cannot trespass if ordered off the property or property is posted
3. Investigate Record
 - a. Check ownership records
 - b. Inspect for past violations
 - c. Document all actions taken
4. Notice of Violation
 - a. Provide written notice of violation with township contact information
 - b. Describe specific violations as related to ordinance requirements
 - c. Include with the notice a copy of the ordinance provision violated
5. Deadlines for actions
 - a. Identify action necessary to correct the violation with deadline for correction
 - b. Give second and final notice to correct
6. Formal enforcement action
 - a. Immediately following the date to correct, re-inspect and prepare a written report
 - b. Discuss with attorney actions taken, especially if criminal or injunctive relief is necessary
 - c. Issue citation or complaint if violation is not corrected
 - d. If personally served, have a public safety officer or witness assist
 - e. Prepare a memo of actions taken to serve citation or complaint
 - f. Bring the enforcement record up-to-date with a complete chronology of actions taken

NOW, THEREFORE, BE IT RESOLVED the Powell Township Enforcement of Violations Procedure be passed and effective seven days after publishing

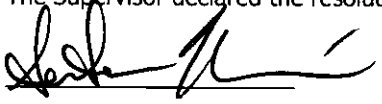
The foregoing resolution offered by Board Member December.

Second offered by Board Member Santilli.

Upon roll call vote the following voted "aye": Turner / Hudson / Santilli / Morin / December

"nay": _____

The Supervisor declared the resolution adopted.



Samantha Morin

Powell Township Clerk