

Maintenance of Premises Ordinance Enforcement Policy

Approved August 9, 2012

Purpose

This policy is intended to support the enforcement of Sec. 7-2.1 of the Town Code.

Process Initiation

The Town Staff does not search for violations of Sec. 7-2.1 of the Town Code. Enforcement will be initiated only (1) after receipt of a written complaint signed by a Town resident or property owner on a form available in the Town Hall and on the Town's web site or (2) as directed via a vote by the Town Council.

Inspection of Premises

Upon initiation as outlined above, the Town Manager will notify the owner of the premises that a complaint is being investigated and schedule an official inspection of the premises. A copy of the complaint will be made available to the owner.

After the premises have been inspected, the Town Manager will make a determination as to whether an enforcement procedure is necessary. The Town Manager will generate an appropriate record of the inspection which would normally include photographs.

If the Town Manager determines that an enforcement procedure is not necessary, he will issue a notice of his findings to the complainant and the owner with a statement to the effect that the matter will thereafter be considered closed.

Enforcement

If the Town Manager determines that an enforcement procedure is necessary, he will issue a notice of his findings to the owner with an order to comply by a deadline consistent with the Town Code.

After the deadline has passed, the Town Manager will inspect the premises a second time.

If the Town Manager determines that the responsible party has complied with the compliance order, he will issue a notice of such to the complainant and the owner with a statement to the effect that the matter will thereafter be considered closed.

If the owner has not complied with the order to comply by the time specified, the Town Manager will contract to have the property mowed and/or have other maintenance performed as indicated.

Collection

The Treasurer will bill the owner the actual cost of the mowing and/or other maintenance work along with an administrative fee as outlined in the Town Code.

If the owner has not paid the bill within the time specified in the Town Code, the Treasurer will proceed to file a lien on the property to recover the Town's costs including the administrative fee and the cost of filing the lien.



TOWN OF AMHERST

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MAINTENANCE OF PREMISES COMPLAINT FORM

*As required by the Virginia Freedom of Information Act, all items included on this form will be public information.
Incomplete forms will not be processed. Complaint forms may not be submitted by fax or email.*

Please print legibly

Nature of Complaint (attach additional information and/or photographs if necessary):

Complainant's Name:

Daytime Phone:

Complainant's E-mail:

Complainant's Address:

Alleged Violator's Name:

Address/Location of Alleged Violation:

Property Owner's Name: *(if different than the alleged violator's name and address)*

Property Owner's Address:

Note: *By signing this form, you are attesting to the validity of this complaint and acknowledge your willingness to appear in court as a witness against the alleged violator.*

Complainant's Signature:

Date: