

**VIOLATION REPORT FORM**

☐ Zoning / Code

☐ Building

**What is Ordinance Enforcement?**

Rules governing the use of **private** property are intended to protect the public health, safety, and welfare of all citizens. The Zoning and Building Departments are responsible for enforcing the provisions of Township Ordinances, State Building Codes, and Property Maintenance Codes. Each ordinance also contains penalties that may be imposed when a property owner refuses to correct a cited violation.

**Who may file a complaint and when may it be filed?**

Any citizen may file a complaint whenever they observe conditions, uses of property, or structures that they suspect are improper. Knowledge of Ordinances or Codes is not required since the enforcement staff makes this evaluation. (Zoning and Code Administration or Building Department)

**How is a complaint filed?**

Except where an immediate hazard exists, compliance actions begin with a written complaint or e-mail from a citizen or another public agency. The appropriate form for filing a complaint can be found on our website or at the Village Hall.

**What happens once I've submitted my written complaint?**

Except for issues where an immediate threat to health and safety exists, initial inspection of the site will normally occur within 5 - 10 business days. Resolutions, however, can take weeks, months, and sometimes longer depending upon the complexity and legal ramifications involved.

**Please Print or type.**

**\*\* Indicates required information** Date: \_\_\_\_\_

**\*\* Name:** First \_\_\_\_\_ Last: \_\_\_\_\_

**\*\* Address:** \_\_\_\_\_

**\*\* Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Address of the suspected violation: \_\_\_\_\_

If unknown, please furnish a detailed description of the property: (Side streets, roads, color, and pictures)

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Property owner (If known): \_\_\_\_\_

Name of Occupants, if not the property owner: \_\_\_\_\_

**\*\* Nature of complaint.** \_\_\_\_\_

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Please understand, rectifying a violation takes time. There are several steps involved before an accusation can be made against the property owner. There are many things that have to be determined before sending a notification. The process is not simple. It can take from 5 to 15 days to respond. It can take weeks to investigate the laws involved. Then, the accused is entitled to 2 notices allowing 15 days for each to respond. Then certified mail is sent and then finally a citation can be issued. Sometimes the owner of the property lives in another state. So, you can see, where to correct a violation, it can take weeks, months, even a year or longer to get corrected. Some of the violations have been ongoing for many years. We try our best to do what's best. Every complaint is taken to a conclusion.