

## ADMINISTRATION PROCEDURES FOR UNSAFE STRUCTURES BEING A PUBLIC NUISANCE

### I - WRITTEN COMPLAINT RECEIVED

THE FOLLOWING INFORMATION MUST BE A PART OF THE WRITTEN COMPLAINT:

- 1) COMPLAINANT'S NAME, ADDRESS AND TELEPHONE NUMBER
- 2) SPECIFICS OF COMPLAINT
- 3) PHYSICAL LOCATION OF STRUCTURE
- 4) PROPERTY TAX ID OF LOCATION
- 5) OWNER'S NAME, ADDRESS AND TELEPHONE NUMBER

### II - ASSIGN A CASE NUMBER

### III - CALL OWNER TO VISIT LOCATION

### IV - VISIT SITE AND INVESTIGATE

V - a) IF FOUND UNSAFE (DETERMINED BY BUILDING OFFICIAL) TO THE EXTENT IT CREATES A PUBLIC NUISANCE - WRITE **LEGAL NOTICE #1** LETTER AND PROVIDE TO OWNER VIA CERTIFIED MAIL- COPY ATTACHED

b) IF FOUND NOT UNSAFE - WRITE LETTER TO COMPLAINANT WITH COPY TO OWNER

**ACTION OF THE COUNTY COMMISSION-** (DAY 61-SCC ACTION FOR NEXT AVAILABLE MEETING)

VI - a) IF WRITTEN APPEAL IS FILED WITHIN **60 DAYS** OF LEGAL NOTICE #1 LETTER DATE, PROPERTY IS PLACED ON COMMISSION AGENDA FOR A HEARING

b) IF NO WRITTEN APPEAL IS FILED - THE COUNTY COMMISSION SHALL PASS A RESOLUTION (COPY ATTACHED) OF ACTION

### **NOTICE TO OWNER OF COMMISSION ACTION**

VII - a) SEND **LEGAL NOTICE #2** (COPY ATTACHED) AND COPY OF RESOLUTION OF ACTION BY THE COMMISSION TO OWNER

b) IF COMMISSION DECIDES NOT UNSAFE - SEND LETTER TO COMPLAINANT WITH COPY TO OWNER

VIII - IF OWNER DISAGREES WITH THE DECISION OF THE COMMISSION – WITHIN **10 DAYS** OF DECISION – MAY APPEAL TO THE CIRCUIT COURT OF SHELBY COUNTY

### **REMEDICATION OF STRUCTURE**

IX - ARRANGE FOR DEMOLITION BY COUNTY WORK FORCE OR PRIVATE CONTRACTOR

### **FINAL ACTION OF THE COUNTY COMMISSION**

X - REPORT COSTS OF DEMOLITION TO COMMISSION FOR RESOLUTION

XI - NOTIFY OWNER OF COSTS VIA CERTIFIED MAIL

XII - IF OWNER DOES NOT PAY COST OF DEMOLITION WITHIN **10 DAYS** OF RESOLUTION BY COMMISSION - A LIEN SHALL BE MADE ON THE PROPERTY