



# WHAT HAPPENS WHEN I SUBMIT A CONCERN TO CODE ENFORCEMENT?



## COMPLAINT RECEIVED

Property is inspected within 24-48 hours after receipt of the complaint. Upon receiving a complaint or completing the initial investigation, our team will only reach out to the complainant if additional information is required.

Citizens are welcome to contact our office at any time to inquire about the status of their report.



## VIOLATION FOUND

When violations are identified, a Notice of Violation is sent to the property owner through certified mail to the address on file with the Assessor's Office.

The property owner will then have a period of 30 days from the date of the notice to rectify the identified issues and achieve compliance.

## ILLEGAL CONSTRUCTION



Stop work orders may be used whenever a confirmed violation is received regarding construction, installation and/or land use activity. If the violation continues after the issuance of a stop work order, enforcement staff will cite the alleged violator. Notice of Violation will also be sent to the Property owner.

Estimated Time of Compliance: 2-3 MONTHS

## GRASS/WEEDS

The property owner has 30 days to respond this includes formally requesting an extension or complying with the ordinance. Whether they received the notice or not, we are allowed to move forward after the time allotted in the notice. Once the bidding process is complete the lowest bidder is awarded the job and have 15 days to cut the grass. Estimated Time of Compliance: 2-3 MONTHS



## OTHER VIOLATIONS

The range of violations encompasses, but is not limited to, issues pertaining to Fill, Use, or Zoning. Should circumstances necessitate an escalation, such cases will be directed to the Legal Department for the pursuit of an injunction.

Estimated Time of Compliance: 3-6 MONTHS

Please note that extensions may be granted for a reasonable period depending on the circumstances, the stated reasons for the extension and the nature of the violation. As with other specified deadlines, the circumstances and reasoning for the length of the extension will be well documented.



## SITE INSPECTION



Upon assignment of an officer, an investigation will be scheduled, typically within 48 hours.

In the case of health and safety emergencies, an inspection will be conducted immediately on the same day, contingent upon the availability of an officer.



## SECOND INSPECTION

After 30 days, upon completion of a second inspection, should the violation persist, Code Enforcement may issue a final notice. In the absence of compliance, the case will be subject to escalation.



## ILLEGAL CONSTRUCTION



## DANGEROUS BUILDINGS



The property owner is allotted 30 days to submit a response upon receipt of the notice. This response may encompass either a formal request for an extension or adherence to the stipulated ordinance. Should the property owner fail to comply within the notified timeframe, the matter will be escalated to the Parish Council for the initiation of Condemnation Proceedings. Following condemnation by the Council, demolition activities are authorized to commence after a period of 30 days. Estimated Time of Compliance: 3-6 MONTHS



## GRASS/WEEDS



## BLIGHTED PROPERTY/JUNK

Similar to the protocol for Dangerous Buildings, it is imperative that the property owner be notified of any violation(s). In instances where escalation is deemed necessary, the case shall be forwarded to the Legal Department to seek an injunction.

Estimated Time of Compliance: 3-6 MONTHS



## OTHER VIOLATIONS



## CASE CLOSED

An enforcement case will be closed:

When no code violation is found after investigation; There is voluntary compliance; When the property owner has been convicted of an infraction and corrected the violation(s); or Structure has been demolished.

Case can be closed at any point in the process.