

CHAPTER 8 - HEALTH & WELFARE

NUISANCE ABATEMENT GUIDELINES AND FORMS

1.

Health Nuisances 8-201+

City Code

Violation Notification form

2.

Nuisance and/or Abandoned Motor Vehicles on Public and Private Property 8-301+ PUBLIC OR PRIVATE PROPERTY

(Same process for Public or Private - age of vehicle determines process - except when vehicle is impounded on public property and the owner is present)

City Code

Process Checklist for vehicles 10 years or older

Officer gets info on vehicle (VIN, location, etc)

Officer runs "28"

Officer provides that information to Mike Bigler

Notice of Violation form is completed

If property is rented, & landlord wants the vehicle, he or she must follow process for vehicles 10 years old or less, regardless of the age of the vehicle.

Notice of Impound form to be used if owner present

If owner found: owner may turn over title or sign a BOS

If No owner found, City provides BOS to Hess Salvage

Process Checklist for vehicles 9 years or newer

Officer gets info on vehicle (VIN, location, etc)

Officer runs "28"

Officer provides that information to Mike Bigler

Notice of Violation form is completed

If property is rented, & landlord wants the vehicle, he or she must follow process for vehicles 10 years old or less, regardless of the age of the vehicle.

Notice of Impound form to be used if owner present

Resolution authorizing City to dispose of vehicle

Form TR/DL302 to obtain Owner Registration Info

Letter format for notification of Owner

Notice of Public Auction

Form TR-59 required to transfer title

Form TR-105 required to transfer title

Form TR-13 required if vehicle is to be salvaged

3.

Dangerous and Unsafe Structures 8-401+

City Code

Guidelines for remedy/removal of dangerous and unfit structures

Form Statement of Public Officer

Checklist for requirements

Resolution fixing a time and place for hearing

Resolution stipulating to conditions and remedies of violation

Resolution of findings by the City Council - what action to be taken

4.

Rodent Control 8-501+

City Code

**General Nuisances
8-201+**

City Code

Violation Notification form

Procedure:

1. Complaint filed by resident OR condition seen by Public Officer or Police Officer
2. Inspection by Public Officer or Police Officer (pictures should be taken)
3. Notification of Violation
 - A. Criminal Citation
 - B. Notice of Code Violation form

4. Hearing Before Governing Body (if requested within 10 days as stated in the Notice of Code Violation form.
5. Hearing before Municipal Judge within 10 days of Criminal Citation being issued (if officer is able to get personal service to issue the criminal citation)

**Nuisance and/or Abandoned
Motor Vehicles on Public and Private Property
8-301+**

Nuisance and/or Abandoned Motor Vehicles on Public and Private Property 8-301+

PUBLIC OR PRIVATE PROPERTY

(Same process for Public or Private - age of vehicle determines process - except when vehicle is impounded on public property and the owner is present)

City Code

Process Checklist for vehicles 10 years or older

Officer gets info on vehicle (VIN, location, etc)

Officer runs "28"

Officer provides that information to Mike Bigler

Notice of Code Violation form is completed

If property is rented, & landlord wants the vehicle, he or she must follow process for vehicles 10 years old or less, regardless of the age of the vehicle.

Notice of Impound form to be used if owner present

If owner found: owner may turn over title or sign a **Bill of Sale**

If No owner found, City provides Bill of Sale to Hess Salvage

Process Checklist for vehicles 9 years or newer

Officer gets info on vehicle (VIN, location, etc)

Officer runs "28"

Officer provides that information to Mike Bigler

Notice of Violation form is completed

If property is rented, & landlord wants the vehicle, he or she must follow process for vehicles 10 years old or less, regardless of the age of the vehicle.

Notice of Impound form to be used if owner present

Resolution must be passed by the City Council authorizing City to dispose of vehicle

Form TR/DL302 to obtain Owner Registration Info

Letter (form) for notification of Owner

Notice of Public Auction must be published

Form TR-59 required to transfer title

Form TR-105 required to transfer title of an abandoned vehicle

Form TR-13 required if vehicle is to be salvaged

Attorney Opinion letter dated January 11, 2005, outlining what is considered a nuisance vehicle

Attorney Opinion letter dated February 28, 2005, outlining the correct procedure to follow with nuisance and abandoned vehicles on both Public and Private property.

Dangerous and Unsafe Structures

8-401+

City Code

Guidelines for remedy/removal of dangerous and unfit structures

Form Statement of Public Officer

Checklist for requirements

Resolution fixing a time and place for hearing (required)

Resolution stipulating to conditions and remedies of violation (optional)

Resolution of findings by the City Council - what action to be taken