

Checklist for Enforcement of Dangerous Building Ordinance

1. **Notice of Dangerous Building.** Issue notice that the building has been found to be a dangerous building to each owner of the structure whose name appears on the last tax record by regular mail.
2. **Set Hearing for Determination of Dangerous Structure.**
 - a. Set hearing date, time and place;
 - b. Draft notice containing the date, time, place of hearing and the fact that owner(s) have the opportunity to show cause why the structure should not be declared a dangerous structure.
 - c. Serve the notice on all owners 10 days prior to the hearing:
 - i. Personally or;
 - ii. Certified mail, return receipt with a copy posted on the property in a conspicuous place.
 - d. File copy of hearing notice and notice of dangerous condition with hearing officer.
3. **Compliance Hearing.**
 - a. At the hearing previously noticed, hearing officer shall
 - i. Take testimony of the enforcing agency, owner of the property and interested person.
 - b. Within 5 days after hearing, hearing officer orders the structure demolished, safe or properly maintained or closes the proceedings.
 - i. Order must contain a time frame for the structure to be made safe, maintained or demolished.
 - ii. Serve a copy of the order upon the owner;
 - (1) Personally or;
 - (2) Certified mail, return receipt with a copy posted on the property in a conspicuous place.
 - c. Failure to appear at the hearing or refusal to comply with the order;

- i. 5 days after non-compliance; the hearing officer files a report of the findings and copy of order with the Township Board.

4. **Township Board Appeal Hearing.**

- a. Hearing date set 30 days or more after compliance hearing (can be at the Township's regular board meeting)
- b. Township Board votes to approve, disapprove or modify the order;
 - i. If approved or modified order the owner has 60 days from the date of the hearing to comply;
 - ii. if the order is for demolition owner has 21 days to comply.

5. **Failure by Owner to Comply with Order.** Township Board contracts with the necessary contractors to bring the property into compliance with its ordinance;

- a. Owner shall be notified of the costs incurred by the Township by the township assessor by first class mail at the address show on the tax roll;
- b. If cost unpaid after 30 days the township may, at its discretion either
 - i. Place a lien on the property and/or;
 - ii. File suit against the owner