**Public Nuisance Abatement Checklist**

**Weeds, Trash and Unsecured Buildings**

**Date: Action:**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Initiate case, document public nuisance conditions

\_\_\_\_\_\_\_\_\_\_\_\_\_ Determine property owner from county treasurer tax rolls,

Determine mortgagee(s) – unsecured buildings only

\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepare public nuisance abatement notice for property owner

(and for mortgagee(s) if unsecured building)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail abatement notice by Certificate of Mailing

\_\_\_\_\_\_\_\_\_\_\_\_\_ Post copy of abatement notice on property and document with date and time stamp photo, or publish in locally-circulated newspaper

**ALLOW 10 CALENDER DAYS FOR CORRECTION OR APPEAL** (See reverse side for appeal checklist)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Re-document conditions for abatement, re-verify ownership

\_\_\_\_\_\_\_\_\_\_\_\_\_ Assign to city crew or contractor for abatement

\_\_\_\_\_\_\_\_\_\_\_\_\_ Document abated/corrected conditions, re-verify ownership

\_\_\_\_\_\_\_\_\_\_\_\_\_ Gather abatement notice, ownership, work order and invoice for abatement/corrective work into file to cost assessment and lien

\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepare and file “Notice of Lien” with county clerk

\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepare cost assessment for actual work and administrative fee

\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail cost assessment to property owner (and mortgagee for unsecured buildings)

**ALLOW 10 CALENDER DAYS FOR COST APPEAL**

(See reverse side for appeal checklist)

**WAIT 30 CALENDAR DAYS FOR DIRECT PAYMENT TO CITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_ If complete payment is made to the city within 30 days of the date of the cost assessment notice, release Notice of Lien

\_\_\_\_\_\_\_\_\_\_\_\_\_ If complete payment is not made within 30 days, within the *next 30 days* file a monetary lien for costs owed with the county treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_ If payment is made in full to the county treasurer, release the monetary lien and the Notice of Lien

**Appeal Checklist – Abatement Notice**

\_\_\_\_\_\_\_\_\_\_\_\_ Receive written appeal from property owner within 10-day appeal period (or mortgagee if unsecured building)

\_\_\_\_\_\_\_\_\_\_\_\_ Set administrative hearing, notify parties involved

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek administrative ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of ruling

**ALLOW 10 DAYS FOR APPEAL TO GOVERNING BODY**

\_\_\_\_\_\_\_\_\_\_\_\_ If appeal is received from administrative ruling, set on governing body agenda

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek governing body ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of governing body’s ruling and proceed with abatement (any further appeal is to district court)

**Appeal Checklist – Cost Assessment**

\_\_\_\_\_\_\_\_\_\_\_\_ Receive written appeal for cost assessment from property owner within *10-day appeal period* (or mortgagee if unsecured building)

\_\_\_\_\_\_\_\_\_\_\_\_ Set administrative hearing, notify parties involved

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek administrative ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of ruling

**ALLOW 10 DAYS FOR APPEAL TO GOVERNING BODY**

\_\_\_\_\_\_\_\_\_\_\_\_ If appeal is received from administrative ruling, set on governing body agenda

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek governing body’s ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of governing body’s ruling and proceed with cost assessment process from original notice date

**Public Nuisance Abatement Checklist**

**Dilapidated Buildings**

**Date: Action:**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Initiate case, document dilapidation conditions

\_\_\_\_\_\_\_\_\_\_\_\_\_ Determine property owner from county treasurer tax rolls AND mortgagee(s) from county clerk records

\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepare dilapidation notice for property owner AND mortgagee(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail dilapidation notices by Certificate of Mailing

\_\_\_\_\_\_\_\_\_\_\_\_\_ Dilapidation notice MUST also be posted on property – document such with date and time stamp photo, or publish in local newspaper

**ALLOW 10 CALENDER DAYS PRIOR TO HEARING**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing before administrative officer or governing body for Order of Abatement, administrative hearing has a *10 calendar day* appeal right to governing body before demolition can commence

\_\_\_\_\_\_\_\_\_\_\_\_\_ If necessary, set on governing body agenda

\_\_\_\_\_\_\_\_\_\_\_\_\_ Hold governing body hearing, *allow* *30* *business days* for appeal before demolition

\_\_\_\_\_\_\_\_\_\_\_\_\_ File “Notice of Dilapidation and Lien” with county clerk after hearing

\_\_\_\_\_\_\_\_\_\_\_\_\_ Re-document conditions for abatement, re-verify ownership

\_\_\_\_\_\_\_\_\_\_\_\_\_ Seek demolition quotations or bids, or assign to city forces

\_\_\_\_\_\_\_\_\_\_\_\_\_ Document demolished conditions, re-verify ownership

\_\_\_\_\_\_\_\_\_\_\_\_\_ Gather dilapidation abatement order, ownership and mortgagees, bids or quotations, work order and invoice for demolition into file.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepare and mail cost assessment for actual work and administrative fee, allow *10 days* for cost assessment appeal

**WAIT 6 MONTHS MINIMUM FOR DIRECT PAYMENT TO CITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_ If complete payment is not made, file a monetary lien for costs owed with the county treasurer at city’s timeframe discretion

\_\_\_\_\_\_\_\_\_\_\_\_\_ If payment is made in full to city, release Notice of Lien

\_\_\_\_\_\_\_\_\_\_\_\_\_ If payment is made in full to the county treasurer, release the monetary lien and the Notice of Dilapidation and Lien

**Appeal Checklist – Cost Assessment**

\_\_\_\_\_\_\_\_\_\_\_\_ Receive written appeal for cost assessment from property owner on mortgagee(s) within *10-day appeal period*

\_\_\_\_\_\_\_\_\_\_\_\_ Set administrative hearing, notify parties involved

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek administrative ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of ruling

**ALLOW 10 DAYS FOR APPEAL TO GOVERNING BODY**

\_\_\_\_\_\_\_\_\_\_\_\_ If appeal is received from administrative ruling, set on governing body agenda

\_\_\_\_\_\_\_\_\_\_\_\_ Hold hearing, seek governing body’s ruling

\_\_\_\_\_\_\_\_\_\_\_\_ Notify parties involved of governing body’s ruling and proceed with cost assessment process from original notice date