

DLS - Division of Life Safety receives dilapidated structure concern.

DLS - Inspector conducts initial exterior and/or interior (if access) site inspection to confirm violation.

DLS - Send letter to property owner requesting an interior inspection if no access. 30 Day Response

ATTORNEY - Inspection warrant to conduct interior inspection. 10 Days

DLS - Conduct interior inspection with a credentialed contractor within 15 days of property owner response. Contractor to be selected by ?

EXHIBIT B

DLS - Obtain cost of repair statement from contractor. 5 Days

DLS - Charge contractor inspection as a Special Assessment to the Property Owner. 1 Day

ASSESSOR - Written statement of property's assessed value. 5 Days

DLS - Post placard per Wisconsin Stats 66.0413(1)(br) if the building is unfit for occupancy. 1 Day

DLS - Notify property owner(s) with Raze Order and Order to Remove Personal Property by certified mail if building is old, dilapidated or out of repair and consequently dangerous, unsafe, unsanitary or otherwise unfit for human habitation and unreasonable to repair order owner(s) to raze the building.

DLS & Police - Structure Occupied?

Yes: **ATTORNEY - Commence Eviction Proceedings to Vacate Occupants** from the structure. 90 Days Minimum.

No: **ATTORNEY - Request Full Title Search** 15 Days

DLS - Charge Title Search as Special Assessment to the Property Owner. 1 Day

DLS - Service of Order. Serve Condemnation Order on property owner(s), lien holders, and parties of interest (from title search) by certified mail. Notice shall follow the guidelines of MMC 16.150(16)(b):

- Affix Condemnation order to structure.
- Record Condemnation Order at Register of Deeds Office.
- Publish Class I Notice in local newspaper. Request proof of publication.

5 Days

DLS - Charge Class I Notice as Special Assessment to property owner.

DLS - Notify property owner(s) with Repair Order by certified mail if the building can be made safe by reasonable repairs. Order owner(s) to either make the building safe and sanitary or raze the building, at the owner's option. Timeline to be determined by the Division of Life Safety and agreed upon by the Property Owner.

ASSESSOR - Does the estimated cost of repairs to the structure exceed 50% of the assessed value of improvements on the property?

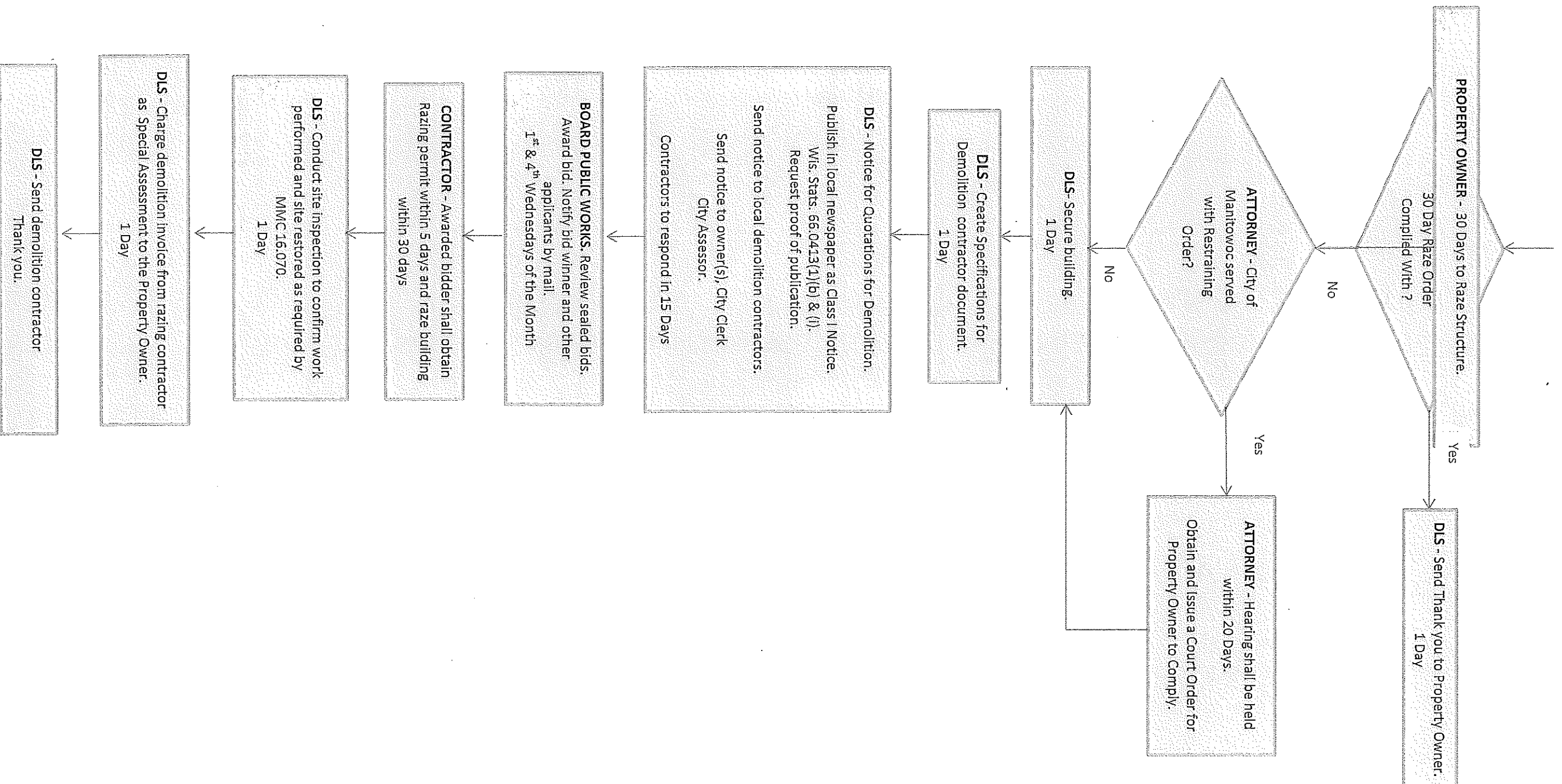
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Yes: **PROPERTY OWNER - Respond & grant access to structure?**

No: **DLS - Any violation of any provision of chapter MMC 16.150 shall be punishable by a forfeiture as listed in MMC 16.370.** If the structure continues to deteriorate a Raze Order can be issued.

PROPERTY OWNER - Structure made Compliant by Agreed Upon Timeline?

Yes: **DLS - Send Thank you** to property owner.



Note: The raze order process is governed by Wisconsin State Statute 66.0413 and Manitowoc Municipal Code 16.070

Note: The repair order process is governed by Manitowoc Municipal Code Chapter 16

Note: All timeframes indicated are measured as business days