

RAZE ORDER		TIMELINE
PROCESS STEP		
Division of Life Safety receives dilapidated structure concern. Inspector conducts initial exterior and/ or interior (if access) site inspection to confirm violation.		
Send letter to property owner requesting an interior inspection if no access.	30 DAYS	
Apply for and obtain inspection warrant to conduct interior inspection from City Attorney's office.	10 DAYS	
Conduct interior inspection with a credentialed contractor	15 DAYS	
Obtain cost of repair statement from contractor.		
Obtain written statement from Assessor's Office of property's assessed value.	5 DAYS	
Determine if raze or repair order will be issued. Placard house accordingly	1 DAY	
Commence Eviction Proceedings to Vacate Occupants from the structure.	90 days minimum	
Request Full Title Search from City Attorney's Office	15 DAYS	
Charge Title Search as Special Assessment to the Property Owner.	1 DAY	
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	
Charge Class I Notice as Special Assessment to property owner.	1 DAY	
Property owner to Raze Structure.	30 DAYS	
If no compliance prepare to Raze structure. Secure building	1 DAY	
Possible restraining order by owner.	20 DAYS	
Create Specifications for Demolition contractor document.	1 DAY	
Notice for Quotations for Demolition. Publish in local newspaper as Class I Notice. Wis. Stats. 66.0413(1)(b) & (i). Request proof of publication.		
Send notice to local demolition contractors.		
Send notice to owner(s), City Clerk City Assessor.	15 DAYS	
PROPERTY OWNERS AND OTHER APPLICANTS by mail.	14 DAYS MAX.	
Contractor awarded bid shall obtain Razing permit and raze building.	5 DAYS FOR PERMIT, 30 DAYS TO RAZE.	
Conduct site inspection to confirm work performed and site restored as required by MMC 16.070.	1 DAY	
Charge demolition invoice from razing contractor as Special Assessment to the Property Owner.	1 DAY	

REPAIR ORDER		TIMELINE
PROCESS STEP		
Division of Life Safety receives dilapidated structure concern. Inspector conducts initial exterior and/ or interior (if access) site inspection to confirm violation.		
Send letter to property owner requesting an interior inspection if no access.	30 DAYS	
Apply for and obtain inspection warrant to conduct interior inspection from City Attorney's office.	10 DAYS	
Conduct interior inspection with a credentialed contractor	15 DAYS	
Obtain cost of repair statement from contractor.		
Obtain written statement from Assessor's Office of property's assessed value.	5 DAYS	
Determine if raze or repair order will be issued. Placard house accordingly	1 DAY	
Structure made Compliant by Agreed Upon Timeline?	30-360 DAYS	
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.	?	

D of LS	76
Attorney Office	115
Assessor*	0
Property Owner	50
DPI	14
Contractor	35
	290
*Done in conjunction of getting repair costs	

EXHIBIT A