

COMPLAINT-DRIVEN INSPECTIONS

CODE ENFORCEMENT STAFF CONDUCTS PROPERTY INSPECTION INITIATED BY COMPLAINTS RECEIVED FROM THE PUBLIC (PHONE, EMAIL, COUNTER VISIT, REPORT A CONCERN) OR TO CITY STAFF MEMBERS. THESE INSPECTIONS ARE TYPICALLY CONDUCTED WITHIN ONE WEEK OF THE RECEIPT OF THE COMPLAINT, DEPENDING ON TIME AVAILABILITY OF STAFF.

CODE ENFORCEMENT PROCESS

STEP 1

STAFF INSPECTS THE PROPERTY, IF A VIOLATION IS PRESENT. A CODE VIOLATION NOTICE IS SENT TO THE PROPERTY OWNER REQUIRING THEM TO CORRECT THE VIOLATION BY A GIVEN COMPLIANCE DATE. COMPLIANCE DATES VARY BASED ON TYPE OF VIOLATION AND COMPLEXITY (TYPICALLY 3 DAYS TO 30 DAYS).

STEP 2

AFTER THE COMPLIANCE DATE HAS PASSED, STAFF CONDUCTS A RE-INSPECTION OF THE PROPERTY. IF THE VIOLATION IS STILL PRESENT, A REINSPECTION FEE MAY BE CHARGED TO THE PROPERTY OWNER (SEE BELOW FOR FEE AMOUNTS), AND A "CODE VIOLATION FOLLOW-UP NOTICE" IS SENT, AGAIN REQUIRING THE VIOLATIONS TO BE CORRECTED.

2ND RE-INSPECTION FEE: \$50.00 / \$75.00

3RD RE-INSPECTION FEE: \$75.00 / \$100.00

SUBSEQUENT REINSPECTION FEE: \$150.00 / \$200.00

STEP 3

IF THE VIOLATION HAS NOT BEEN CORRECTED AFTER MULTIPLE INSPECTIONS AND NOTICES TO THE PROPERTY OWNER, STAFF MAY ISSUE A CITATION TO THE PROPERTY OWNER WHICH IS PROCESSED THROUGH CITY OF MANITOWOC MUNICIPAL COURT. CITATION AMOUNTS MAY BE UP TO \$???.00 PER DAY FOR THE VIOLATION EXISTING PAST THE COMPLIANCE DATE. ABATEMENT OF THE VIOLATION MAY ALSO BE PERFORMED BY THE CITY IN CERTAIN CASES.