



CORRECTION NOTICE

Immediate Action Required

File Number: [Redacted]

The structure or property at the address listed below is in violation of one or more regulations of the [Redacted]. Pursuant to [Redacted], as a person who owns, controls, or legally occupies a structure or property that is in violation of a regulation of the [Redacted] you are legally responsible for correcting the violations listed below. Failure to correct the violations within the deadline stated below shall result in a Notice of Violation being issued. **Should a Notice of Violation be issued, a monetary penalty of \$500 FOR EACH VIOLATION shall be immediately due and owing to the [Redacted].**

DATE ISSUED: October 11, 2019

1. NAME AND ADDRESS OF PERSON(S) RESPONSIBLE FOR CODE VIOLATIONS:

Property Owner

Sample Letter



2. ADDRESS OF VIOLATION(S):



3. TAX PARCEL NUMBER: 12345678

4. DESCRIPTION OF VIOLATION(S), CODE PROVISIONS VIOLATED AND CORRECTIVE ACTIONS REQUIRED:

A. Violation No. 1

Inattention to good housekeeping practices and preventative maintenance measures were identified at your property.

Code Provision(s) Violated:

[Redacted] States that all owners/operators shall provide, at owner/operator expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the MS4 or waters of the state through the use of structural, nonstructural, and operational BMPs. Further, any owner/operator responsible for premises that are, or may be, the source of an illicit discharge





may be required to implement, at owner/operator expense, additional structural, nonstructural, and operational BMPs to prevent illicit discharges to the MS4 or waters of the state.

CORRECTIVE ACTION REQUIRED: Sweep all surfaces that contain an excessive amount of sediment, trash and debris that could contaminate stormwater. Do not hose down sediment or pollutants to nearby storm drains.

5. PENALTY: Failure to comply with this Correction Notice will result in the **immediate assessment of a civil fine in the amount of \$500 (\$500 for each violation)** in accordance with [REDACTED], the **filing of criminal charges** in accordance with [REDACTED] or both.

6. JOINT AND SEVERAL LIABILITY: Under [REDACTED], responsibility for code violations is joint and several against those persons who are responsible for the violation. [REDACTED] defines the "person responsible for the violation" as a person who has titled ownership or legal control of the property, an occupant or other person in control of the property, or any person who created, caused, or has allowed the violation to occur. Under these code sections, **both** the property owner and each tenant, occupant, or other person in control of the property are responsible to correct this violation.

7. DEADLINE TO CORRECT ALL VIOLATIONS: To avoid the assessment of a civil fine or the filing of criminal charges, you **MUST** correct the noted violations **NO LATER THAN 4:30 PM** on October 21, 2019.

NOTE: Pursuant to [REDACTED], **each violation must be corrected to the satisfaction of the City. It is your responsibility to contact the below listed Code Enforcement Officer prior to the deadline so that the City can confirm that the violations have been corrected. Failure to correct the violations shall result in a Notice of Violation being issued.**

Code Enforcement Officer



NOTE: Pursuant to [REDACTED] each day in which a violation continues constitutes a separate violation for which the City may, at its discretion, issue a Notice of Violation. Therefore, multiple Notices of Violation may be issued where a violation continues to exist, with each violation listed on the NOV punishable as a separate offense subject to a penalty of **\$500 per violation per day. Please be advised:** Pursuant to [REDACTED], *failure to correct a violation may result in criminal charges being filed against the person responsible for the violation.* Pursuant to [REDACTED], the City may seek a





[Redacted text block consisting of several lines of blacked-out content]

court order to enter upon the property and correct the violations and all costs incurred by the City in correcting the violations may be assessed as a lien against the property.

