

Property Maintenance Procedure

Date Complaint received: _____

Property Address: _____

Nature of Problem: _____

Owner(s): _____

Owner's Address(es): _____

Lien Holder(s): _____

Lien Holder's Address(es): _____

The Zoning Inspector will review the complaint and make contact with the property owner(s) in writing (with copy of ORC 505.87) requesting compliance with the abatement, control or removal of vegetation, garbage, refuse or debris within two calendar weeks of the date of the letter. If the property owner(s) address is unknown and cannot reasonably be obtained, publication of the notice will be made once in a newspaper of general circulation in the township.

Date of Zoning Inspector Written Contact: _____

If the property owner is not compliant with the Zoning Inspector's request within two calendar weeks, the Zoning Inspector will bring the matter to the Board of Trustees of Licking Township to conduct a review of the matter. The property owner(s) shall be notified (in writing) by the Zoning Inspector of the date and time the Trustees will review their property's problem. If the owner's address is unknown and cannot reasonably be obtained, publication of the notice will be made once in a newspaper of general circulation in the township. If the Trustees determine that abatement should take place regarding the property's problem(s), any conditions as well as a time limit for the completion of the abatement, will be entered into the minutes of the Trustee meeting.

The Trustees will direct the Township Clerk to send a certified letter defining the decision of the Trustees in the matter, including specific definition and time limits of the expected abatement to the owner(s) and lien holder(s). The letter shall state that if the abatement is not completed within the time limit, the Board of Trustees of Licking Township will proceed with steps outlined in ORC 505.87, sections C and D. If the owner(s) and/or lien holder(s) address(es) is/are unknown and cannot reasonably be obtained, publication of the notice will be made once in a newspaper of general circulation in the township.

Date of Trustee Meeting: _____

Time Limit: _____ Date Letter Sent: _____

The Zoning Inspector will inspect the site for compliance at the end of the time limit.

Date of Inspection: _____

If compliance is not made within the time limit, the Trustees will proceed with steps outlined in ORC 505.87, sections C and D.

§ 505.87 Abatement, control or removal of vegetation, garbage, refuse or debris.

(A) A board of township trustees may provide for the abatement, control, or removal of vegetation, garbage, refuse, and other debris from land in the township, if the board determines that the owner's maintenance of such vegetation, garbage, refuse, and other debris constitutes a nuisance.

(B) At least seven days before providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the board of township trustees shall notify the owner of the land and any holders of liens of record upon the land that:

(1) The owner is ordered to abate, control, or remove the vegetation, garbage, refuse, or other debris, the owner's maintenance of which has been determined by the board to be a nuisance;

(2) If such vegetation, garbage, refuse, or debris is not abated, controlled, or removed, or if provision for its abatement, control, or removal is not made, within seven days, the board shall provide for the abatement, control, or removal, and any expenses incurred by the board in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry.

The board shall send the notice to the owner of the land by certified mail if the owner is a resident of the township or is a nonresident whose address is known, and by certified mail to lien holders of record; alternatively, if the owner is a resident of the township or is a nonresident whose address is known, the board may give notice to the owner by causing any of its agents or employees to post the notice on the principal structure on the land and to photograph that posted notice with a camera capable of recording the date of the photograph on it. If the owner's address is unknown and cannot reasonably be obtained, it is sufficient to publish the notice once in a newspaper of general circulation in the township. The owner of the land or holders of liens of record upon the land may enter into an agreement with the board of township trustees providing for either party to the agreement to perform the abatement, control, or removal before the time the board is required to provide for the abatement, control, or removal under division (C) of this section.

(C) If, within seven days after notice is given, the owner of the land fails to abate, control, or remove the vegetation, garbage, refuse, or debris, or no agreement for its abatement, control, or removal is entered into under division (B) of this section, the board of township trustees shall provide for the

abatement, control, or removal and may employ the necessary labor, materials, and equipment to perform the task. All expenses incurred shall, when approved by the board, be paid out of the township general fund from moneys not otherwise appropriated.

(D) The board of township trustees shall make a written report to the county auditor of the board's action under this section. The board shall include in the report a statement of all expenses incurred in providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, as provided in division (C) of this section, including the board's charges for its services, notification, the amount paid for the labor, materials, and equipment, and a proper description of the premises. The expenses incurred, when allowed, shall be entered upon the tax duplicate, are a lien upon the land from the date of the entry, and shall be collected as other taxes and returned to the township and placed in the township general fund.

HISTORY: 141 v H 370 (Eff 3-17-87); 149 v H 513. Eff 3-31-2003.