

DEPARTMENT OF DEVELOPMENT

Code Enforcement



1: The Complaint

The DOD receives a complaint through online submission, phone call, email, or in person. A case is then created and assigned to a Code Enforcement Officer (CEO).

2: Communication

The assigned CEO attempts to get in contact with the property owner or occupant through phone, USPS mail service or home visit. See steps 3 and 4 for violation types.

3: Interior Violation

Interior violations require consent from the occupant to enter the interior of the property. A CEO inspects the inside of the reported property.

4: Exterior Violation

Exterior violations that can only be observed from the sidewalk may be inspected without consent. Any exterior violations located behind a fence, or the home that cannot be seen from the sidewalk/road must have prior consent to inspect.

5: Notice of Violation Issued

After inspection, the assigned CEO will issue a Notice of Violation to the property owner at the address listed on the tax roll. The property owner has an allotted amount of time to make repairs and ask for a reasonable extension.

6: Court Appearance

If the violations, exterior or interior, are not corrected in the allotted timeframe, the property owner/ occupant are issued a court appearance ticket for the next available docket space.

The judge requests a plan of repair, allows time for repair to be completed, and schedules a follow up court date.

If the owner/occupant does not appear for court, an evidentiary hearing is scheduled.

7: Condemnation

If the initial inspection has life threatening violations, the property or unit is given a Notice to Vacate, then condemned.

If the interior repairs are not made in a timely manner and continue to be a danger to the occupant, the property or unit is issued a Notice to Vacate, then condemned.

Condemned properties may be issued a clean up or demolition order, and fines through the court.

8: Continued Correspondence

Communication between CEO's and owners/occupants continue. Fines continue to be issued as determined by the housing court judge, and continued re inspections take place.

9: Absentee Property Owners

If the assigned CEO is unable to reach the owner of a vacant/abandoned property, the owner is process served to bring them into court to remediate all violations.

Addresses listed on current tax roll are not always the owner's current or full-time residence.

The timeliness of outcomes may vary depending on the owner/occupants response time and cooperation with their assigned CEO.

The Department of Development must follow City of Jamestown and State of New York codes and legal processes.