



PLAINFIELD CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

**PROPERTY MAINTENANCE ORDINANCE
ADMINISTRATIVE PROCEDURES AND ENFORCEMENT POLICY**

These procedures are intended for cases not involving emergency, hazardous or security ordinance infractions:

Notice Of Violations - Property owners will be notified of apparent violations that exist on the property and being provided opportunity to correct the violations and work with enforcement staff (clarifications, extensions of time, etc.) before a "Letter of Non-compliance" is issued. The notice would provide 30 - 60 days to correct violations of the ordinance, depending on the extent of the repairs required. Adjustments of time allowed for compliance will be made for repairs that are impacted by cold weather conditions, such as paint and cement-related repairs, and for extenuating circumstances that can reasonably make timely compliance impossible. This notice would also inform the property owner of a significant fee that would be charged if the violations were not corrected and the issuance of a Letter of Non-compliance became necessary.

Fee for Notice - none

Fee for extension of time (at this stage) - none

Letter of Non-compliance - this is the formal notice that lists the ordinance violations, provides the 30 - 60 day compliance period and explains the civil infraction penalties for failure to correct violations. An administrative extension can be granted that would double the compliance period if progress is being made or extenuating circumstances exist. This notice may also be appealed to the Property Maintenance Appeal Board for extensions exceeding the original notice compliance period.