

# Procedure for enforcement of Local Law #5 of 2003 Local Law #3 of 2015

1. Complaint: To be acted on within 5 days.
2. Site inspection: Pictures if possible.
3. Order to remedy (OTRV): description of violation, time line for compliance. Delivered certified mail or personal delivery. Stating that a public hearing with Town Board will be scheduled in case of non-compliance.
4. Request for public hearing: Town Board to set date of hearing.
5. Public Hearing: Board to decide if legal action or Town will clean property. Meeting will be cancelled if compliance is verified prior to hearing date.
6. Clean-up: Meet with clean-up crew on site, decide what will be cleaned up, and discuss safety issues.
7. Bill owner: owner has 30 days to pay
8. Lien against property taxes: if not paid in 30 days.