

6/20/06 *Agpt.*
6

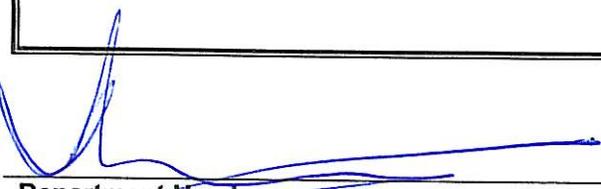
COUNTY OF GLENN AGENDA ITEM TRANSMITTAL

MEETING DATE: June 20, 2006	BRIEF SUBJECT/ISSUE DESCRIPTION:
Submitting Department(s): Planning & Public Works Agency, Building Inspection Division	Discussion of the Code Enforcement Policy & Procedure Manual to be utilized in processing, investigating and validating complaints regarding code violations and abating nuisances.
Contact: Annette Chavez, Chief Building Official	
Phone: 530-934-6546	

AGENDA PLACEMENT	ATTACHMENTS	LEGAL/PERSONNEL/FISCAL
APPOINTMENT – Appearances by: (Specify Name & Title) Dan Obermeyer, Director Annette Chavez, Chief Building Official Dean Miller, Building Inspector Required <u>15</u> Minutes <input checked="" type="checkbox"/> Business – No <input type="checkbox"/> Consent <input type="checkbox"/> Correspondence <input type="checkbox"/> Reports & Notices	<input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Letter <input type="checkbox"/> Minute Order <input type="checkbox"/> Contract <input type="checkbox"/> Transfer <input type="checkbox"/> Grant App. <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Policy Update <input type="checkbox"/> Code Update <input type="checkbox"/> Other	<input type="checkbox"/> County Counsel <input type="checkbox"/> Personnel <input type="checkbox"/> Finance <input type="checkbox"/> County Administrative Office CLERK INSTRUCTIONS <input checked="" type="checkbox"/> Return Minute Order <input type="checkbox"/> Return Certified Copy Of: <input type="checkbox"/> Other:
AFFECTED DEPARTMENT(S) Building Inspection Planning Environmental Health		
<input checked="" type="checkbox"/> Receive Concurrence		

PUBLIC HEARINGS & COMMITTEE VACANCIES	LEGISLATION	FUNDING SOURCE/IMPACT	CONTRACTS, LEASES & AGREEMENTS
<input type="checkbox"/> State <input type="checkbox"/> Federal Public Hearings: <input type="checkbox"/> Published <input type="checkbox"/> Affidavit on File w/Clerk <input type="checkbox"/> Affected Parties Notified Committees: <input type="checkbox"/> Vacancy Posted <input type="checkbox"/> Application Attached	Bill#: _____ <input type="checkbox"/> Latest Version of Bill <input type="checkbox"/> Draft Letter Attached <input type="checkbox"/> List of Supporters/Opposers <input type="checkbox"/> Statement of Relevance to County Interests <input type="checkbox"/> Description Attached	<input type="checkbox"/> General Fund Impact <input type="checkbox"/> Other: _____ <input type="checkbox"/> Budgeted <input type="checkbox"/> Transfer Attached <input type="checkbox"/> 4/5ths Vote Required <input type="checkbox"/> Contingency Request	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Contract Report Date of Original Contract: Contract No.: Fiscal Year:

RECOMMENDED ACTION/MOTION:
 That the Board of Supervisors accept the Code Enforcement Policies & Procedures Manual and direct staff to utilize it for processing complaints. And further, direct staff to review current codes with County Counsel and propose changes for the Boards consideration at the October 17, 2006 meeting.



 Department Head

Reviewed By (if applicable):

 Personnel Director

 Department of Finance

 County Administrative Officer

cc:

COUNTY OF GLENN BOARD REPORT

Submitted by Planning & Public Works Agency (Department)

EXECUTIVE SUMMARY

The Planning & Public Works Agency (PPWA) has developed a Code Enforcement Policy and Procedures Manual (CEPPM) to assist staff in processing the receipt of complaints, investigating and validating of complaints received, and abating nuisances. The manual provides a streamlined, detailed methodology of Code Enforcement that ensures "Due Process" to protect a person's personal and property rights and aids staff in bringing complaints and nuisances to successful conclusion.

The manual is based on Glenn County Code Sections, Chapter 1.12 - VIOLATIONS through Chapter 1.15 - ABATEMENT OF VIOLATIONS AND NUISANCES, with references to appropriate State code. This manual does not include all violation and nuisance procedures listed in County Code, such as, abatement of abandoned vehicles, certain zoning violations, housing code violations and abatement of dangerous building violations.

This manual may be revised and updated as appropriate and necessary.

RECOMMENDATION(S):

First, PPWA recommends that the Board of Supervisors move to accept the CEPPM and direct staff to utilize the manual for processing complaints. Second, PPWA recommends that the Board of Supervisors direct staff to review current codes with County Counsel and propose changes for the Board's consideration at the October 17, 2006 Board meeting.

HISTORY AND BACKGROUND:

Previous practice by staff in terms of Code Enforcement had been limited to letter writing campaigns and site inspections, asking the person(s) causing the violation/nuisance to stop the objectionable activity. Compliance was mediocre at best, because there was no policy or procedure in place to direct staff to follow the case through to compliance. Additionally, there were virtually no penalties for non-compliance and Code Enforcement was not a priority. Therefore, cases would be lost in the back of a file cabinet, only to be renewed if a new complaint was received.

FISCAL/PERSONNEL IMPACT(S):

PPWA has one individual working on Code Enforcement currently, a Building Inspector. This position is funded by the Building Division budget. It should be noted that the Chief Building Official spends approximately one-third of her time reviewing and assisting the Building Inspector with Code Enforcement cases. Part of the policy within the manual requires time spent on Code Enforcement cases to be tracked with Trakit/CAMS, so that if a case progresses to an assessment hearing, some costs of processing of the case may be recovered by placing a lien on the real property.

ANALYSIS/DISCUSSION

A very rough overview of the manual addresses the process and procedure of how to take a verified complaint of code violations through to a successful, compliant end. For example, when a complaint is received by the Building Inspector, the first step is to determine the priority of the complaint. Some complaints must be inspected immediately; others can be scheduled for a later date. Next, a drive-by or on-site inspection is conducted. Review of permit and property history, available from the county files, may be made previous to or after an inspection is made. The inspection is made to confirm or refute the violation exists. Contact with the property owner or tenant is made either before or after the violation is confirmed. Depending on the nature of the violation(s), a notice is sent to the property owner and/or tenant, asking that the violation be repaired/removed/abated voluntarily within a specific timeframe. Two official notices are required. If the second notice fails to receive any response, and no action is taken to abate the violation, a hearing is set with the Board of Supervisors to recommend abatement action be

COUNTY OF GLENN BOARD REPORT

taken by the owner or the County. The Building Inspector makes an AIT and Board Report for the hearing, and also sends a notice to the owner and/or tenants notifying them of the time and place of the hearing. At hearing, the Building Inspector presents his case. The alleged violator is given a chance to provide evidence in his/her favor. The Board of Supervisors then makes a decision. If the alleged violator is ordered to abate the nuisance, the Building Inspector is required to continue inspections until the work is complete. If the alleged violator does not abate the nuisance within the time given in the order, the Building Inspector is required to begin abatement of the nuisance by the County. If abatement is completed by the County, another hearing is held ordering that the costs of the abatement shall be assessed against the property and collected in the same manner as regular property taxes. The Building Inspector is required to keep detailed records, including but not limited to, property owners names and address, inspection results, inventory of items abated, costs of abatement, etc.

All items transmitted by a County Department or Agency for inclusion in the agenda for Board of Supervisors action must include all background and analysis necessary for the Board to make an informed decision. Failure to provide adequate information, analysis, or backup could result in the matter not being added to the agenda and returned to the department for additional information.

GLENN COUNTY
POLICIES AND PROCEDURES FOR RECEIVING COMPLAINTS,
AND INVESTIGATING AND ABATING NUISANCES
(BUILDING, ZONING, AND ENVIRONMENTAL HEALTH CODE VIOLATIONS)

COMPLAINT AND INVESTIGATION POLICY: Every complaint received shall be investigated, validated and brought to conclusion by the ENFORCING OFFICER assigned to the case.

Procedures: Complaints regarding code violations and public nuisances are received from telephone calls and written correspondence, interagency referrals, and ENFORCING OFFICER observations of immediate threats to public health and life safety.

INITIAL COMPLAINT

1. Public Complaint – A complaint form must be completed. (Attachment A) The completed complaint form is the basis for code enforcement investigations. Education of the Public by staff regarding the importance of this fact is a priority. Obtaining a written complaint directly affects the County's ability to resolve violations and nuisances.
 - A. Complaint forms are available at the office of the Building/Planning Division, Public Works Division, and Environmental Health Department. Forms are also available on the Building Division web site.
 - B. Complaints received by telephone shall be mailed, faxed, or e-mailed the complaint form and complaint information letter. (Attachment A and B)
 - C. Complaint form should be completed by the complainant, unless it is considered to be an immediate hazardous situation, then the form may be completed by staff and submitted to the ENFORCING OFFICER.
2. Inter-Agency Complaint – Complaint Form must be completed. (Attachment A)
 - A. Forms are available from front office staff.
 - B. A field inspector submitting a complaint form shall also post the property with a Stop Work Order/Notice to Comply, and take photos and notes of the violation. The photos, notes and copy of the posting shall be added to the case file as evidence. (Attachment C)
 - C. The completed form shall be submitted to the ENFORCING OFFICER, along with any photos taken of the violation.

FILE PREPARATION AND CASE REVIEW

1. Upon receipt of completed complaint form:

- A. The ENFORCING OFFICER shall determine and assign a priority to the case based on the Complaint Priority Evaluation Matrix (Attachment D). The ENFORCING OFFICER shall present the case evidence and complaint form to the Chief Building Official (CBO) for review and to determine the course of action. The ENFORCING OFFICER or CBO shall notify the affected Division Manager (DM) of the violation, who may be asked for technical or specialized assistance in review of the case. The priority of the case may be changed after review by the CBO and the DM.
- B. A preliminary violation case investigation (research) of current records for the site shall be conducted by the ENFORCING OFFICER (Attachment E). A case number is assigned in CODETRAK and a paper case file is set up according to the New Case Procedures (Attachment E). ENFORCING OFFICER may call complainant for additional information if needed.
- C. All public based complaints shall be scheduled for a site inspection based on the "Response Time Guidelines" listed in Attachment D.
- D. All interagency based complaints shall first be sent a courtesy letter mailed to the alleged violator (av)/property owner (po) giving 5 or 10 days to respond. (Attachment G1 and G2) A copy of the courtesy letter shall be forwarded to the appropriate enforcing agency. An inspection shall be scheduled after 5 or 10 days, should no response to the courtesy letter be received. (Attachment F)
- E. A complaint notification card shall be mailed to the complainant upon assigning a case number to the file (Attachment H). The card shall state the date the complaint was received and the case number assigned.

1st SITE INSPECTION/OFFICIAL NOTICE

1. A site inspection is made and an inspection report filed. (Attachment F)
2. If the violation is confirmed, the ENFORCING OFFICER shall take pictures, note details and take measurements of the violation. Violations shall be posted at the subject property with a "Notice to Abate" (Attachment I) and a copy of the inspection report.
3. If the violation is invalid, the file is noted "no merit", the case is closed and a letter sent to the av/po of the subject property stating the same.
4. The same "Notice to Abate" that was posted on the subject property and a copy of the inspection report shall be mailed certified, return receipt request, to the av/po. This letter and the attached inspection report shall serve as the first official notice that a code violation exists on the property and a time frame within which the violation shall be abated.
5. A "Certificate of Service" (Attachment O) shall be completed and placed in the paper file with each service of an official notice.

6. The computer "description" of the violation and the "chronology" shall be updated in CodeTrak after each inspection. The "Status" field shall be changed to reflect the next step necessary and the "follow-up" date shall be set for every 10 days until the case is closed.

CASE REVIEW & PROGRESS INSPECTIONS

1. If a response is received from the violator within the time frame given in the first official "Notice to Abate", the ENFORCING OFFICER shall make all attempts to communicate with the av/po to set an inspection date and time, and to gain voluntary compliance.
2. The ENFORCING OFFICER shall review the case and conduct periodic progress inspections until removal/repair/abatement of the violation is complete and the case is closed. (Attachment F)
3. If voluntary compliance is gained by removal/repair/abatement of the violation, ENFORCING OFFICER shall update the chronology in CodeTrak. If case is complete, the "closed" date shall be entered, "status" entered as "closed" in CodeTrak. A follow-up letter advising that the case has been closed shall be mailed to the av/po.

2ND INSPECTION/OFFICIAL NOTICE

1. If the time frame given within the first official "Notice to Abate" has passed, and the av/po has made no substantial compliance, or no response has been received, the ENFORCING OFFICER shall conduct a second inspection of the subject property to confirm that the violation still exists.
2. Upon confirmation of the continued existence of the violation, the ENFORCING OFFICER shall send a second "Notice to Abate" (Attachment I-2). The second notice shall reference the first notice identifying the code violation(s), a deadline for corrective action, and shall identify the enforcement sanctions for non-compliance.
3. A "Certificate of Service" shall be completed and placed in the paper file with each service of an official notice.

CASE REVIEW & PROGRESS INSPECTIONS

1. If a response is received from the violator within the time frame given in the first official "Notice to Abate", the ENFORCING OFFICER shall make all attempts to communicate with the av/po to set an inspection date and time, and to gain voluntary compliance.
2. The ENFORCING OFFICER shall review the case and conduct periodic progress inspections until removal/repair/abatement of the violation is complete and the case is closed. (Attachment F)

3. If voluntary compliance is gained by removal/repair/abatement of the violation, ENFORCING OFFICER shall update the chronology in CodeTrak. If case is complete, the "closed" date shall be entered, "status" entered as "closed" in CodeTrak. A follow-up letter advising that the case has been closed shall be mailed to the av/po.

3RD INSPECTION/OFFICIAL NOTICE

1. If the time frame given within the second official "Notice to Abate" has passed, and the av/po has made no substantial compliance, or no response has been received, the ENFORCING OFFICER shall conduct a third inspection of the subject property to confirm that the violation still exists.
2. Upon confirmation of the continued existence of the violation, the ENFORCING OFFICER shall send a final "Notice of Hearing to Abate a Nuisance" (Attachment K2). The third notice shall reference the first and second notices, identify the code violation(s), and shall notify the av/po that the matter has been set for hearing at the next Board of Supervisors meeting.
3. The "Notice of Hearing to Abate a Nuisance" shall be posted on the subject property at least ten days before the hearing.
4. A "Certificate of Service" shall be completed and placed in the paper file with each service of an official notice.
5. If, at any time prior to the hearing at the Board of Supervisors, voluntary compliance is gained by removal/repair/abatement of the violation, the ENFORCING OFFICER shall verify complete compliance by manner of a site inspection and report; and the hearing at the Board of Supervisors shall be cancelled.
6. If the case is complete, the "closed" date shall be entered and "status" entered as "closed" in CodeTrak. A follow-up letter advising that the case has been closed shall be mailed to the av/po.

HEARING BY BOARD OF SUPERVISORS

1. The ENFORCING OFFICER shall make an AIT/Board report to set the matter for hearing before the Board of Supervisors. The AIT/Board report shall include all evidence and documentation gathered during the investigation of the violation(s). The AIT/Board Report shall also include recommended actions for the Board of Supervisors and an estimation of costs of the abatement.
2. At the same time that the matter is set for hearing with the Board of Supervisors, the ENFORCING OFFICER shall cause a Notice of Non-Compliance to be recorded against the subject property. (Attachment J)
 - A. A conformed copy of the Notice of Non-Compliance shall be mailed to the av/po with a cover letter. (Attachment J2)

- B. A Notice of Cancellation may be filed after the property has been brought into compliance (Attachment J3) and the case is updated as closed in CodeTrak. A copy of the cancellation and a letter advising that the case has been closed shall be mailed to the av/po.
3. The Hearing shall be conducted pursuant to Glenn County Code Section 1.15.040 – Hearing Procedures. The ENFORCING OFFICER shall first present the acts or conditions (violations) which constitute a nuisance on the property. Then the av/po shall present whatever evidence is relevant to refute the allegations.
4. At the conclusion of the Hearing, the Board of Supervisors shall determine, based on the evidence before it,
 - A. Whether the acts or conditions (violations) exist;
 - B. Whether those acts or conditions (violations) constitute a nuisance; and
 - C. If a nuisance exists, whether it should be abated by the County.
5. If the Board finds that a nuisance exists and should be abated, abatement of the nuisance shall be ordered. The “Order to Abate a Nuisance” is final immediately.

ABATEMENT BY OWNER OR COUNTY

1. The ENFORCING OFFICER shall serve, personally or by mail, a copy of the written findings of fact and the “Order to Abate a Nuisance” to each person or persons whom the “Notice of Abatement” was served. The ENFORCING OFFICER shall post the same order on the property where the nuisance is located.
2. Abatement shall be commenced by the av/po within five calendar days of the service of the findings of fact and the order, or the period provided in the order, and shall continue with reasonable diligence until complete.
3. The ENFORCING OFFICER shall review the case and conduct periodic progress inspections until removal/repair/abatement of the violation is complete and the case is closed.
4. If voluntary compliance is gained by removal/repair/abatement of the violation, ENFORCING OFFICER shall update the chronology in CodeTrak. When the case is complete, the “closed” date shall be entered, “status” entered as “closed” in CodeTrak. A follow-up letter advising that the case has been closed shall be mailed to the av/po.
5. If the work is not commenced and completed in the manner provided in the “Order to Abate a Nuisance”, the ENFORCING OFFICER shall proceed to abate the nuisance.

COST OF ABATEMENT

6. ENFORCING OFFICER to keep records of costs of abatement (Statement of Expense/Cost Tracking Sheet). The cost of a title search to determine who are

- the av/po or other party having an interest in the property, mailing expenses, and the expense of all work done or caused to be done to abate the nuisance (as required in the order) on the subject property are costs that shall be included in the Statement of Expense/Cost Tracking Sheet filed by the CBO/EO.
7. After abatement by County is complete, the EO shall return to the BOS for a hearing to confirm the costs of abatement. At that time, the BOS may order a lien on property for costs of abatement.
 8. The costs of abatement shall be made a lien on the property which may be collected by an assessment against the property pursuant to Gov Government Code 25845 (or code 38773.5). After abatement is complete, and the BOS has approved costs, the EO shall transmit the statement of costs and the BOS decision (copy of order) to the County Auditor, who shall place the amount thereof on the assessment roll as a special assessment to be paid with county taxes. At the same time, the CBO or EO shall file in the Office of the County Recorder, a Notice of Lien, describing the real property affected, a summary of the action taken to abate the nuisance, and the amount of the lien. (Attachment N)
 10. Upon payment in full of the abatement costs, the EO shall execute and record with the County Recorder, a release of the recorded lien (Discharge of Lien) on the affected property. (Attachment N2)
 11. The ENFORCING OFFICER basically follows thru process and makes sure each action is taken in correct order and to document all actions.
- NEED: Add procedure for photo and evidence taking
"Lotbook" guarantee from Title Co for property info.
12. This policy and procedures manual is a nonexclusive remedy and does not supersede any other provision of law that authorizes a nuisance to be abated or enjoined. Glenn County Code Section - 1.15.060.

CLOSING CASE FILES

In Progress



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



COMPLAINT QUESTIONNAIRE

PLEASE PROVIDE THE FOLLOWING INFORMATION – PRINT CLEARLY AND COMPLETE THE ENTIRE FORM

COMPLAINANT
NAME: _____ DATE: _____

MAILING
ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____
.....

ALLEGED VIOLATION/NATURE OF COMPLAINT INFORMATION

PHYSICAL ADDRESS/LOCATION OF
ALLEGED VIOLATION: _____

ASSESSOR'S PARCEL
NUMBER: _____

THIS INFORMATION MAY BE OBTAINED FROM THE PLANNING DIVISION OR ASSESSOR

PROPERTY OWNER
NAME: _____

PROPERTY OWNER
ADDRESS: _____

PHONE NUMBER: _____

RESIDENT NAME: _____

RESIDENT PHONE NUMBER: _____

DESCRIBE THE NATURE OF THE VIOLATION/COMPLAINT



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



COMPLAINT INFORMATION LETTER

Date

Complainant
Address
City, State, Zip

RE: Building/Zoning/Environmental Health Violations and the Complaint Process.

Dear Complainant:

In response to your recent request for an investigation of alleged violations, please complete the attached questionnaire and return it to the Glenn County Building Division if it pertains to any of the following:

1. Alleged violations which appear to be an immediate hazard to the health, safety or welfare of the occupant(s) of a building.
2. Alleged violations concerning construction without building permits, mobile homes without installation permits, dilapidated structure(s), and substandard buildings.
3. Zoning violations such as, junkyards, too many residences and land use violations.
4. Environmental Health violations such as, household garbage and trash, effluent to grade, vector, illegal dumping of garbage, hazardous and toxic waste products.

It is important that you provide us with facts that demonstrate the condition you are reporting poses hazards to the health, safety and welfare of the occupant(s) or the public. Please be as complete and specific as possible. Information you may feel is unimportant, may be the key to resolving the alleged violation. Please complete every part of the questionnaire. If the form is incomplete, this office may not follow-up on the complaint.

PLEASE NOTE: The following are telephone numbers of County agencies that may be able to assist you.

Building Inspection	(530) 934-6546
Environmental Health Department	(530) 934-6102
Planning Division	(530) 934-6540
Assessor's Office	(530) 934-6402
Animal Control	(530) 934-6507
Road Commissioner/Public Works	(530) 934-6530
Sheriff's Officer	(530) 934-6441

Thank you for your cooperation in completing the questionnaire.

Sincerely,
Dean Miller, Building Inspector



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



STOP WORK ORDER/NOTICE TO COMPLY

Job/Property Address:

Property Owner Name:

The work performed is in violation of one or more of the following Codes:

- | | |
|---|--|
| <input type="checkbox"/> Building Code | <input type="checkbox"/> Plumbing Code |
| <input type="checkbox"/> Mechanical Code | <input type="checkbox"/> Electrical Code |
| <input type="checkbox"/> Floodplain Ordinance | <input type="checkbox"/> Zoning Code |

Description of violation:

- STOP ALL WORK IMMEDIATELY
- Submit plans for plan check and apply for a building permit for the cited work at the office listed below.
- Obtain proper permit(s) within 10 working days for the work cited above at the office listed below.
- This STOP WORK ORDER/NOTICE TO COMPLY has been forwarded to the Glenn County Code Enforcement Officer.

_____ Date

_____ Inspector Signature

COMPLAINT PRIORITY EVALUATION MATRIX

REPORTED VIOLATION	PRIORITY	REPORTED VIOLATION	PRIORITY
Unfenced pool	1	Unprotected well	1
Unprotected excavation	1	Exposed, energized electrical wires	1
Gas leak	1	Eminent collapse of structure	1
Failed septic system, surfacing sewage	1	Required exiting violations	1
Major ongoing construction violations	1	Missing smoke detectors	1
Abandoned vehicles on private property	2	Construction without permit	2
Unauthorized occupancy of any structure	2	Junk yard without proper permit	2
Substandard dwelling or M/H	2	Occupancy of a travel trailer or RV	2
Floodplain encroachment	2	Multiple dwellings without proper permit	2
Accumulation of junk, rubbish	2	Unauthorized home occupation/business	3
Business without required permits/approvals	3	Unauthorized sign	3
Encroachment into setbacks	3	Excessive number of animals	3
Fences over 6'	3	Street vending without proper permit	3

PRIORITY 1 VIOLATIONS – HIGH PRIORITY

Priority 1 complaints involve violations which are 1) hazardous to the public health and safety; 2) affect a large number of properties or persons; or 3) are extremely visible, flagrant, or offensive to the community at large. Examples include, but are not limited to: Buildings with existing violations, missing smoke detectors, any Fire, Electric, or Building Code violation; ongoing major building construction without proper permits; repeated violations by the same individual or entity; any violation which poses an immediate threat to the public health and safety or the environment.

PRIORITY 2 VIOLATIONS – MEDIUM PRIORITY

Priority 2 complaints involve violations which 1) pose no immediate threat to public health and safety; 2) affect an a single property and/or a small number of persons; or 3) are not readily visible, flagrant or offensive to the community at large. Examples include, but are not limited to: zoning violations such as unauthorized second residence, building setbacks, building height limitations, travel trailers or RV's used as dwellings, minor construction improvement violations which do not involve health or safety hazards.

PRIORITY 3 VIOLATIONS – LOW PRIORTIY

Priority 3 complaints involve violations which 1) pose no threat to public health or safety; 2) are confined to a single property or structure; 3) and do not adversely affect other persons or properties. Examples include, but are not limited to: fences (that do not interfere with the line of sight or traffic), signs installed without proper permits, improperly stored trailers, boats and other similar vehicles not used for dwelling purposes or other unauthorized activities.

RESPONSES TIME GUIDELINES FOR COMPLAINTS

- PRIORITY 1:** On-site inspection within 5-10 working days of receipt of complaint. If immediate threat to public, on-site inspection within 24 hours of receipt of complaint.
- PRIORITY 2:** On-site inspection within 10-30 working days of receipt of complaint.
- PRIORITY 3:** On-site inspection within 30-60 working days of receipt of complaint.



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



NEW CASE PROCEDURES

PRELIMINARY VIOLATION CASE INVESTIGATION (RESEARCH):

1. Research Parcel Quest information. Obtain owner name and addresses.
2. Check yellow parcel number cross-reference cards for additional permits, violations or other activities on the site.
3. Check zoning/APN maps (tissue sheets) for possible permits, violations, or other activities on the site.
4. Check 911 maps to verify location and address.

COMPUTER CASE FILE:

1. Case files shall be set up using the legal property owner(s) name. Obtain this information from the Assessor record on PARCEL QUEST.
2. Open parcel number or site address in LandTrak. Fill in information as necessary. "LOCK" parcel in LandTrak after computer case is input to prevent issuance of permits until violation is abated and case is closed.
3. Enter new case file name and assign case number in CodeTrak. Include all relevant names including the tenant, complainant, attorney, owners, and contact person.
4. Enter alleged violation description (description button) and track all activities with chronology button in CodeTrak.

CASE FILE ASSEMBLY:

1. Top tab of file should begin with last name, case number then APN.
2. Left side of the folder shall contain the case cover sheet, case notes/conversation log, plot plan/parcel map, master property record from Parcel Quest, violations checklist showing Code sections, photographic evidence, and permit history records.
3. Right side of the folder shall contain the complaint form, letters, documents, notice of non-compliance/cancellation, title search arranged in chronological order, oldest at the back of the file.
4. Color code violations received from interagency complaints.

SITE INSPECTIONS POLICY: Each complaint received shall be inspected by the EO to confirm or refute the validity of the alleged violation(s) and ensue with Glenn County procedures to abate that violation. If no violation exists, the case shall identify “no merit”.

Procedures: Normally, a site inspection shall take place after a case file is created. A drive-by inspection may be made depending on the EO case load and the Priority level of the complaint. An inspection for a Priority 1 complaint shall take place prior to the case file being created. The EO may be accompanied on inspection by members of other Divisions having code authority.

1. If conducting a drive-by inspection, the EO may stop and request permission from the alleged violator (av) or property owner (po), to enter the subject property for the purpose of inspecting the alleged violation. If permission is granted, the EO shall proceed to conduct the inspection, take photos, and gather evidence of code violation(s). After an inspection report is taken, the subject property shall be posted with a “Notice to Abate” letter.
2. If a drive-by inspection fails to reveal a violation(s), nobody is home, or no violation is apparent, the EO may telephone the av/po or write a courtesy letter requesting entry onto the subject property to make an inspection.
3. When contact is made with the av/po, set an appointment date for the inspection within the guidelines given in Attachment D. If permission to enter the subject property to inspect the violation is denied, the EO shall take the violation file and all documentation regarding the violation to the County Counsel and request that County Counsel obtain an inspection warrant based on the information in the file.
4. As soon as permission to enter the subject property is granted, the EO shall perform a thorough inspection to confirm or refute the violation(s).
5. If violation confirmed, take photos and gather any relevant evidence. An inspection report shall be made documenting the conditions of the site and the violation(s). Names, phone numbers and notes about conversations had and with whom shall be taken. Explain the complaint process and the exact code violation(s) that exists. Discuss methods to resolve violation(s). Post subject property with a “Notice to Abate” letter.
6. Ask the av/po for a realistic time frame that they can remove/repair/abate the violation. The minimum shall be five days, but never more than thirty days, unless other arrangements are made by the EO.
7. After corrective action has been commenced or completed for the violation, the EO shall re-inspect the subject property to verify progress or completion has been made. In general, the periodic progress inspections shall occur at two week intervals, maximum. Photos and notations shall be made to the case file and the CodeTrak chronology for each inspection. Periodic inspections shall continue until the work is complete and the violation case is closed.
8. If a period of thirty days passes and an inspection by the EO reveals that no reasonable corrective action is being done on a violation(s) by the av/po, the EO shall forward a copy of the file to the Board of Supervisors and proceed to schedule on the Board of Supervisor Agenda, a hearing for an “Order to Abate a Nuisance”.

INSPECTION REPORT – ATTACHMENT F

OFFICER: _____ INSPECTION DATE: _____ APN: _____

INSP. TIME: START: _____ END: _____ TOTAL: _____

MILEAGE: START: _____ END: _____ TOTAL: _____

SITE	ELECTRICAL
JUNK & TRASH	INADEQUATE OR HAZARDOUS WIRING
INOPERABLE VEHICLES (How Many) _____	LACK OF ELECTRICITY
SUBSTANDARD CONDITIONS (UNSAFE CONDITIONS)	LACK OF HAZARDOUS OUTLET BOXES
ABANDONED STRUCTURE	LACK OF REQUIRED LIGHTING
UNSAFE BUILDING AND/OR STRUCTURE	LACK OF OVERCURRENT PROTECTION DEVICES
GRAFFITI	HAZARDOUS FLEXIBLE ELECTRIC CORDS
LACK OF SANITATION	INADEQUATE OUTDOOR WEATHERPROOF FIXTURES
INADEQUATE GARBAGE RECEPTACLE	HAZARDOUS UNUSED OPEININGS
INSECT, VERMIN, OR RODENT INFESTATION	LACK OF INDETIFICATION OF CIRCUITS
ACCUMULATION OF DOG DROPPINGS	LACK OF ADEQUATE WORKING SPACE
OVERFLOWING SEWAGE	
EXCESSIVE NUMBER OF ANIMALS	
LAND USE	PLUMBING
ILLEGAL TRAILERS	UNSECURE WATER HEATER
ILLEGAL MOBILEHOME/RV PARK	HAZARDOUS WATER HEATER ENCLOSURE
GENERAL USE PROVISION, (ILLEGAL BUSINESS)	PROHIBITED LOCATION OF WARER HEATER
SETBACKS/YARD PROJECTIONS	HAZARDOUS VENTING OF WATER HEATERS
SIGNS	USE OF PROPANE GAS
HAWKING	LACK OF ADEQUATE HOT & COLD RUNNING WATER
	PRIVATE WATER SUPPLY SYTEM (WITHOUT APPROVAL)
BUILDINGS	INOPERABLE/FAULTY PLUMBING FIXTURES AND PIPES
LACK OF REQUIRED FLOOR AREA	LACK OF PROPER PLUMBING FIXTURES/CONNECTION
INADEQUATE LIGHT & VENTILATION	LACK OF MAINTENANCE OF SANITARY FACILITIES
LACK OF EXTERIOR MAINTENANCE	LACK OF SANITARY FACILITES
LACK OF INTERIOR MAINTENANCE	LACK OF OPERABLE KITCHEN SINK
LACK OF INADEQUATE GUARDRAILS	IMPROPER VENT TERMINATION/SANITARY FACILITES
HAZARDOUS FIREPLACE/CHIMNEY	LACK OF REQUIRED VENTS
FAULTY WEATHER PROTECTION	DETERIORATING SHOWER WALLS
LACK OF CONSTUCTION PERMIT	INADEQUATE BACKFLOW PROTECTION
IMPROPER OCCUPANCY (BUILDING USE)	
SMOKE DETECTORS	
DAMPNESS OF HAMITABLE ROOMS	
MECHANICAL	
LACK OF SAFE & ADEQUATE HEATING FACILITES	
HAZARDOUS VENTING OF FURNACE	
PROHIBITED LOCATION OF FURNACE	



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



COURTESY LETTER

Owner
Address
City,state,zip

RE: Site address, APN, case number

Dear Owner:

It was recently brought to the County's attention that possible code violations (enter Glenn County Code Section) may exist on property you own located at..... The alleged violations include:..... The code section is enclosed for your review.

We would appreciate your prompt cooperation in correcting these conditions as soon as possible or assisting us in confirming that they do not exist. Please contact me within 5/10 business days at (530) 934-6546, so that we may discuss this matter and arrange for an on-site inspection. If the violations do not exist, the matter will be closed. If violations do exist and corrections are necessary, a reasonable period of time will be allowed for you to complete them without penalty. Please be aware that some corrections may require a building permit. If this is the case , we will assist you with the permit process also.

Sincerely,

EO



**GLENN COUNTY
PLANNING & PUBLIC WORKS
AGENCY**

Daniel A. Obermeyer, Director
Willows, California 95988



COURTESY LETTER 2

Owner
Address
City, State, Zip

Re: Site Address, APN, Case Number

Dear Owner:

This letter is to advise you that on {Date}, it was reported that {fill in} at your property reference above. This may be a violation of the Glenn County code, {Section}. A copy of the code section is enclosed for your review.

You are hereby notified to contact me within 5/10 days of the date of this letter to make arrangements for an inspection and discuss this matter. I may be reached at 530-934-6546, Monday through Friday, during normal business hours.

Thank you for your prompt attention to this matter.

Sincerely,

EO



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



WARNING LETTER

Date

Owner

Address

City, State, Zip

RE: Site Address, APN, Case Number

Dear Owner:

This is a 10 DAY WARNING LETTER to notify you that you are in violation of the Glenn County Code at the above reference location as follows:

1. Uniform Building Code Section – Permits and inspections required on the two “patio” covers that were built without permits by your contractor.(SAMPLE)

It is the intent of this department to resolve this matter satisfactorily and quickly. Please contact this office within 10 days of the date of this letter and inform us of your intentions.

Please be aware the Glenn County has entered into Code Enforcement Program that seeks voluntary compliance with County and State of California Codes and/or laws but provides an effective means of enforcement if such compliance is not obtained. If voluntary compliance is not obtained enforcement will be pursued through the _____.

Your prompt cooperation in resolving this matter would be appreciated. Should you have any questions concerning this matter, please contact this office.

Sincerely,

EO

COMPLAINANT NOTIFICATION CARD

WE RECEIVED YOUR COMPLAINT FORM ON _____

WE HAVE ASSIGNED IT CASE NUMBER _____

IF YOU REQUIRE FURTHER INFORMATION PLEASE CALL: (530) 934-6546,
APPROXIMATELY 20 DAYS FROM RECEIPT OF THIS CARD.

THANK YOU,

COUNTY OF GLENN
BUILDING DIVISION
CODE ENFORCEMENT

COMPLAINANT NOTIFICATION CARD

WE RECEIVED YOUR COMPLAINT FORM ON _____

WE HAVE ASSIGNED IT CASE NUMBER _____

IF YOU REQUIRE FURTHER INFORMATION PLEASE CALL: (530) 934-6546,
APPROXIMATELY 20 DAYS FROM RECEIPT OF THIS CARD.

THANK YOU,

COUNTY OF GLENN
BUILDING DIVISION
CODE ENFORCEMENT



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



NOTICE TO ABATE A NUISANCE

Owner Name
Address
City

Dear _____,

We have been notified on _____ that the following code violations exist on your property located at _____. These violations are listed below (or on the attached inspection report).

Property owners have the primary responsibility to maintain their properties and assure code compliance. Per Section _____ of the Glenn County Code it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

This letter is being sent to serve notice that if these violations are not corrected by {date} you will be subject to _____. In addition, a hearing may be scheduled before the Glenn County Board of Supervisors to recommend further enforcement remedies.

Your prompt attention to this matter is essential. If there is an explanation for your non-compliance or a compelling reason to discuss an alternate date to correct the violations(s), please contact me at {merge code enforcement officer's phone number}.

Sincerely,

Must include GC Code section 1.15.020, 1-5 in this letter.

EO

cc: Glenn County Building Division
Glenn County Planning Division



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



SECOND NOTICE TO ABATE A NUISANCE

Owner Name
Address
City

Dear _____,

We have been notified on _____ that the following code violations exist on your property located at _____. These violations are listed below (or on the attached inspection report).

Property owners have the primary responsibility to maintain their properties and assure code compliance. Per Section of the Glenn County Code it is unlawful for any person or entity to maintain, create, cause or permit a public nuisance.

This letter is being sent to serve notice that if these violations are not corrected by {date} you will be subject to _____. In addition, a hearing may be scheduled before the Glenn County Board of Supervisors to discuss further enforcement remedies.

Your prompt attention to this matter is essential. If there is an explanation for your non-compliance or a compelling reason to discuss an alternate date to correct the violations(s), please contact me at {merge code enforcement officer's phone number}.

Sincerely,

CEO

cc: Glenn County Building Division
Glenn County Planning Division

Second letter to reiterate 1st Notice to Abate.

RECORDING REQUESTED BY:

County of Glenn Planning and Public Works Agency,
Building Division
125 South Murdock Avenue
Willows, California 95988

AND WHEN RECORDED MAIL TO:

NAME County of Glenn Planning & Public Works Agency,
Building Division

STREET ADDRESS 125 South Murdock Avenue

CITY, STATE, and ZIP Willows
California
95988

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

Notice of Non-Compliance Attachment J

Under the powers and duties of the Glenn County Code Section {insert section}, the Glenn County Building Division files this notice on: {Insert APN}, Location: {Insert Address}, Owned By: {Insert Owners Name}, Case Number: {Insert Case #}.

Described in said grant deed recorded on {DATE}, Book {#}, Page {#}, with the Glenn County Recorder.

This action is necessary because the property owner's failure to (secure the required permits) (or) (describe non-complying conditions) as set forth in section {insert code section}.

This notice is to alert present and future owners of the property that violations of the County of Glenn ordinances exist on the property and will not be cancelled until the violation has been abated.

Glenn County Building Division

Chief Building Official

Date

Document must be Notarized



**GLENN COUNTY
PLANNING & PUBLIC WORKS
AGENCY**

Daniel A. Obermeyer, Director
Willows, California 95988



Date

Av/po name

Address

City_state_zip

Re: Case number, address, apn.

Dear:

Please find enclosed the Notice of Noncompliance recorded on <DATE>. Your property is in noncompliance because you have failed to comply with Glenn County Code Section _____.

Pursuant to Glenn County Code, this notice shall remain as a "cloud" on the property record to alert present and future owners that violations of the Glenn county Codes exist on the property. The notice will not be cancelled until the property is brought into compliance with Glenn County Code.

Please call (530) 934-6546 should you have any questions regarding this matter.

Sincerely,

CEO

RECORDING REQUESTED BY:

County of Glenn Planning and Public Works Agency,
Building Division
125 South Murdock Avenue
Willows, California 95988

AND WHEN RECORDED MAIL TO:

NAME County of Glenn Planning & Public Works Agency,
Building Division

STREET ADDRESS 125 South Murdock Avenue

CITY, STATE, and ZIP Willows
California
95988

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

Notice of Cancellation Attachment J3

Under the powers and duties of the Glenn County Building Code Section {insert section}, the Glenn County Building Division files this notice on: {Insert APN}, Location: {Insert Address}, Owned By: {Insert Owners Name}, Case Number: {Insert Case #}.

Described in said grant deed recorded on {DATE}, Book {#}, Page {#}, with the Glenn County Recorder.

Said Notice of Noncompliance recorded on _____ Book _____ Page _____ with the Glenn County Recorder. The subject property is now in compliance with the Glenn County Code. The violation has been abated by the following action: _____.

Glenn County Building Division

Chief Building Official

Date

Document must be Notarized



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



APPLICATION FOR HEARING

Date: _____

Address of property: _____

Location: _____

Owner: _____

Address if owner: _____

Location: _____ Phone: _____

STATEMENT: It is requested that the Glenn County Board of Supervisors schedule a hearing on an appeal from the decision of the Glenn County Building Division to:

This appeal is based on the following factors:

Date: _____

Signed: _____



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



NOTICE OF HEARING

Date: _____

Case No: _____

To:

Re:

Having received an application for a hearing before the Glenn County Board of Supervisors, notice is hereby given that a hearing has been scheduled for _____ o'clock _____ m., on (date) at (location) at which time you may appear in person or be represented by an authorized agent, legal technical or both, and present reasons with you may have, to the granting or denying of this petition.

You are advised to prepare your case, in detail, and present all evidence relating to this petition at the time of the scheduled hearing.

Very Truly Yours,

EO



GLENN COUNTY PLANNING & PUBLIC WORK AGENCY

Daniel A. Obermeyer, Director
Willows, California 95988



RECOMMENDED FINDINGS OF NUISANCE AND ORDER OF ABATEMENT

FINDINGS:

WHEREAS, the property owner _____ received proper notice for this hearing per the Glenn County Code Section _____.

WHEREAS this Board has considered all the evidence concerning the public nuisance violation on the property located at _____.

WHEREAS, the property owner has legal responsibility for maintenance of the property, including abatement of all violations and compliance with all orders of the County and this Board.

WHEREAS, _____ has had reasonable and significant time to correct all violations and has failed to do so;

WHEREAS, the property remains in violation of Glenn County Code Section _____.

NOW, THEREFORE IT IS ORDERED THAT THE OWNER:

1. Remove the _____ from _____ no later than _____; and
2. _____ pursuant to the Glenn County Code.

FURTHER IT IS ORDERED THAT THE GLENN COUNTY CODE ENFORCEMENT OFFICER:

1. Take all necessary steps to assure that the abatement is completed as ordered, and is authorized to abate the violations in accordance with the Glenn County Code Section _____, with County forces, if the owner fails to comply with this order;
2. Maintain an accounting of all County costs for abatement and report these costs to the County from time to time as appropriate, which will be placed as a lien on the property and collected through a special assessment in a like manner as the property taxes.

ADMONISHMENT:

Maintenance of a public nuisance is unlawful pursuant to the Glenn County Code Section _____. Failure to comply with this order can result in both civil and criminal penalties, and abatement by County Forces.



**GLENN COUNTY
PLANNING & PUBLIC WORK
AGENCY**

Daniel A. Obermeyer, Director
Willows, California 95988



FINDINGS OF APPEAL (sample)

“It is the express finding of the Glenn County Board of Supervisors based on the evidence presented and the sworn testimony given that _____.”

The final words could be:

- “The appeal is sustained”
- “The appeal is denied”
- “The appeal is granted subject to the following.”

RESOLUTION NO.

Attachment L2

RESOLUTION OF THE GLENN COUNTY BOARD OF SUPERVISORS
ORDERING ABATEMENT OF A PUBLIC NUISANCE ON

WHEREAS, The Board of Supervisors has authority under the Glenn County Code, Chapter 1.15, to consider and order the abatement of public nuisances; and

WHEREAS, a notice and order to abate a public nuisance has been issued by the Glenn County Building Division to the record owner of property described as _____, on or about _____; and

WHEREAS, the record owner has not responded to the notice and order of the County; and

WHEREAS, the Board has been informed and finds that a public health violation and public nuisance exist on the above-described property; and

WHEREAS, notice of this Board's intention to order abatement of the public nuisance has been mailed to the record owner as required by Glenn County Code Section 1.15.020; and

WHEREAS, the Board has determined that a public nuisance exists on _____, as more particularly described in the notice and order issued by the Glenn County Building Department on _____; and

WHEREAS, the Board has determined that the County should abate the public nuisance due to the owner's failure to respond to the notice and order, and failure to abate the nuisance described in the notice and order.

NOW, THEREFORE, the Board finds as follows:

1. A public nuisance as described in the notice and order issued by the Glenn County Building Division on _____.
2. That those described conditions have not been abated and continue to exist.
3. That the County should abate the nuisance because the owner has failed to take action to abate the nuisance as required by law.

AND THEREFORE THE BOARD RESOLVES that the findings constitute an Order to the appropriate County agency to abate the described nuisance and seek recovery of the costs by assessment as authorized by California Code Section 25845.

THIS RESOLUTION WAS PASSED by the Board of Supervisors of the County of Glenn at a regular meeting thereof on _____ by the following vote:

A YES;

NOES:

ABSENT OR ABSTAIN:

CHAIRMAN, Board of Supervisors
Glenn County, California

ATTEST:

VINCE T. MINTO, COUNTY CLERK
And ex officio Clerk, Board of Supervisors
Glenn County, California

APPROVED AS TO FORM:

Thomas C. AGIN, COUNTY COUNSEL
Glenn County, California



**GLENN COUNTY
PLANNING & PUBLIC WORKS
AGENCY**

Daniel A. Obermeyer, Director
Willows, California 95988



NOTICE OF DECISION

Date: _____

Case No: _____

To:

Re:

At a public hearing held on _____ regarding your case number referenced above, the Glenn County Board of Supervisors rendered the following decision:

{Insert Decision}

EO

RECORDING REQUESTED BY:

County of Glenn Planning and Public Works Agency
125 South Murdock Avenue
Willows, California 95988

AND WHEN RECORDED MAIL TO:

NAME County of Glenn Building Division
STREET ADDRESS 125 South Murdock Avenue
CITY, STATE, and ZIP Willows California 95988

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

Notice of Lien (Attachment N)

NOTICE IS HEREBY GIVEN THAT pursuant to Glenn County Code, the County of Glenn undertook the following actions:

1. On _____, the Board of Supervisors of the County of Glenn ordered the abatement of a nuisance on the real property described herein.
2. On _____, the County of Glenn abated the nuisance.
3. On _____, County of Glenn confirmed the cost of the abatement of the nuisance and charged such cost as a lien against the real property described herein.
4. As of the date of recordation of this Notice of Lien, the cost of the abatement has not yet been paid, and the County of Glenn does hereby claim a lien on the real property described herein for the net expense of abating the nuisance on the property in the amount of (\$) and this amount shall be a lien upon the real property described herein until the full amount, with interest at the legal rate, has been paid in full and discharged of record.
5. As of the date of recordation of this Notice of Lien, the name and address of the record owner of the property described below is:
6. The real property upon which the lien is claimed is that certain real property commonly known as, Assessor Parcel Number, and more particularly described in Exhibit A, attached hereto and incorporated by reference herein.

County of Glenn

Date:

RECORDING REQUESTED BY:

County of Glenn Planning and Public Works Agency
125 South Murdock Avenue
Willows, California 95988

AND WHEN RECORDED MAIL TO:

NAME County of Glenn Building Division
STREET ADDRESS 125 South Murdock Avenue
CITY, STATE, and ZIP Willows California 95988

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

Discharge of Lien (Attachment N2)

NOTICE IS HEREBY GIVEN THAT pursuant to Glenn County Code, the County of Glenn undertook the following actions:

1. On _____, the Board of Supervisors of the County of Glenn ordered the abatement of a nuisance on the real property described herein.
2. On _____, the County of Glenn abated the nuisance.
3. On _____, County of Glenn confirmed the cost of the abatement of the nuisance and charged such cost as a lien against the real property described herein.
4. The amount of the lien claimed by the County of Glenn was (\$), with interest at the legal rate.
5. As of the date of recordation of this Discharge of Lien, the name and address of the record owner of the property described below is:
6. The lien claimed by the County of Glenn has been discharged, released or satisfied and the County of Glenn no longer claims a lien on the real property described herein.
7. The real property upon which the lien was claimed is that certain real property commonly known as, **Assessor Parcel Number**, and more particularly described in Exhibit A, attached hereto and incorporated by reference herein.

County of Glenn

Dated:

CERTIFICATE OF SERVICE Attachment O

The undersigned declares as follows:

On the _____ day of _____, 2006, I served the following document(s):

Notice & Order

on the party or parties named at the addresses listed below:

In the manner indicated below:

_____ **BY MAIL:** I caused true and correct copies of the above documents to be placed and sealed in envelope(s) addressed to the parties named above and, following ordinary business practices, placed said envelopes at Willows Branch of the United States Post office, 315 W. Sycamore Street, Willows, CA 95988, for collection and mailing by the Willows mailroom staff, with postage prepaid, with the United States Postal Service. In the ordinary course of business, correspondence placed for collection at Willow Branch of the United States Post Office on a particular day is deposited with the United States Postal Service that same day.

_____ **BY PERSONAL SERVICE:** I personally delivered true and correct copies of the above documents to the parties named above, at the addresses listed above, or at the address indicated hereafter.

_____ **BY POSTING:** I caused true and correct copies of the above documents to be posted in a conspicuous place at the above listed addresses.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 2006, at Willows, California.

By: _____
Dean Miller
Building Inspector

MUNICIPAL COURT, COUNTY OF GLENN

IN THE MATTER OF THE INSPECTION OF:)	NO. _____
Real Property in Glenn County, California)	
Assessor's Parcel #)	INSPECTION WARRANT
Locality)	
Address)	
Owner of Record:)	
_____)	

THE PEOPLE OF THE STATE OF CALIFORNIA TO:

The Glenn County _____ Officer, the Glenn County Building Official, the Glenn County Director _____ and their authorized representatives.

PROOF, by affidavit, having been made before me by _____, Code Enforcement Officer, an employee of the Building Division, County of Glenn

THAT THERE IS REASON TO BELIEVE that there exists at

ADDRESS/LOCALITY

conditions of nonconformity with California Law, set forth in sections _____, of the California Health and Safety Code, and the Glenn County Ordinance adopted thereunder, set forth in various sections of Chapter ____ of the Glenn County Code,

AND as set forth in the Uniform Housing Code sections _____

AND as set forth in Glenn County Code, Minimum Construction Standards section _____ AND that there is an authorization or requirement for an inspection pursuant to Glenn County Code section _____ with respect to the property named in the

SAMPLE

caption above, as required by the Code of Civil Procedure sections 1822.50, et seq., for the issuance of an INSPECTION WARRANT;

YOU ARE THEREFORE COMMANDED to enter and inspect the entire premises described below and to perform inspection activities, including obtaining samples from any building, receptacle, or vehicle or taking samples from the premises described below.

THE INSPECTION SHALL INCLUDE the observation of physical conditions and processes, taking of photographs (still and video), inspecting any records, or other information contained on whatever media, as permitted by California Motor Vehicle Code and the California Health and Safety Code section 5415.

THE INSPECTION may be made in the absence of the owner.

THIS INSPECTION may include such forcible entry as is minimally necessary to effect entry;

AND THIS INSPECTION shall be for the entire premises known as Assessor's Parcel _____ described as follows:

ADDRESS/LOCALITY

This parcel of land is located some ____ feet west of the end of County Road ____ at County Road ___. Access is made along a dirt road that is a private right of way essentially extended of County Road ___. As the dirt road turns ____ feet west of the end of County Road ___, the ____ property is found on the ____ side of the dirt road. The parcel is ____ acres in size and extends ____ feet north along said dirt road and ____ feet westerly of the dirt road.

Upon entering the property at the north and west bearing of the dirt road, _____ can be seen. There are pieces of farm machinery, waste tires, mattresses, auto parts and

rubbish stored around the premise. At least two inoperable vehicles are present. The make and models are not known.

A check with the Glenn County Assessor's Office showed parcel ____ belongs to:

OWNER NAME/ADDRESS

The site is roughly fenced on three sides.

The County of Glenn public officers charged with enforcement of specific code sections authorized by section 1.16.010 of Glenn County Code are authorized to conduct an inspection pursuant to Glenn County Code section 1.14.020(b), including, but not limited to, photographing, interviewing occupants, inspecting and sampling of contamination. If samples are taken, I hereby authorize the _____ Dept to retain custody of said samples. If samples are taken, split samples may be provided to the owner, _____.

The County of Glenn and its designated public officers may return and enter the subject property located at _____, as more specifically described above and is Exhibit A, for further inspection, sampling and any other activity authorized by Glenn County Code section 1.14.020 as the public officers see fit prior to the expiration of the warrant.

Notice is not required to be given before this warrant is executed.

THIS WARRANT SHALL EXPIRE AT MIDNIGHT ON _____,
19__ [14 days], and the RETURN must be executed by _____, 19__,
at _____ in the _____.

DATED: _____

Judge of the Municipal Court

SAMPLE NOTICE

Notice is hereby given that at the conclusion of this case you will receive a summary of administrative costs associated with the processing of such violations/nuisances, at an hourly rate of _____ as determined by the BOS.

You have the right to object to these charges by filing a Request for Hearing with the GCBD within ten days of service of the summary of charges. Notice in substantially the following form:

Notice

If you object to these charges, you must file a Request for Hearing on the enclosed form within ten days of the date of this notice.

If you fail to timely request a hearing, your right to object will be waived and you will be liable to the County for these charges, to be recovered in a civil action in the name of the County, in any court of competent jurisdiction within the County.