

## Steps for Blight Ordinance Enforcement

1. Person presents a complaint to a township board member or to the entire township board.
2. If the complainant wishes to remain anonymous, they should be able to do so.
3. The complaint is put on the agenda for the next township board meeting for the entire board to review or given to an individual board member that has been appointed by the board to handle these complaints. (Whichever is township board's choice).
4. The township board can take action as the entire board and check out the blight conditions or have an individual board member check out the blight conditions.
5. The township board can make a motion or have an individual board member decide to have the Sheriff's Department issue the Notice of Blight Violation. The notice is a standard form, that should be filled out in its entirety.
6. Once it has been decided to have a Notice of Blight Violation issued, the person that has been designated to contact the Sheriff's Department will turn it over to the deputy assigned to their township.
7. Once the Sheriff's Department has issued the notice, the property owner will have 45 days to take care of the situation or to contact the township board to be put on the agenda for the next meeting to discuss their situation concerning the blight.
8. If the township board decides that the property owner's situation is such that they want to remove the notice, they will contact the Sheriff's Department deputy immediately and have them close-out the complaint.
9. If the township board decides that they want to continue through with the complaint, they need to do nothing and the Sheriff's Department will continue on with the notice and issue a citation at the end of the 45 days. (If the property owner has not taken care of the blight situation.)
10. Once the citation has been issued, it is no longer the responsibility of the township board.  
The Sheriff's Department will pursue it through the court system to take care of the problem.