

# Code Compliance Citizen Road Map



## 1 I have received a Citation, now what?

Please contact the Inspector at the phone number listed on the letter you received with any questions you may have about your violation, how to come into compliance, and if you need more time to comply.



## 2 What can I do to achieve compliance?

The Code Compliance Inspector is a helpful resource to guide you through the correct process for compliance. Stay in touch with the Inspector to keep them apprised of your efforts and progress. You may also check our website or call our Department.



## 3 What should I do when I achieve compliance?

Once you have brought your property into compliance, reach out to the Inspector or general Department line (305) 416-2087 to request a re-inspection as soon as you are able. The more quickly you are able to bring the property into compliance, the better.



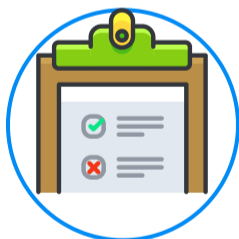
## 4 What if I need more time?

If you own a **residential** property, a Code Compliance *Inspector* may grant a 30-day extension of time to comply from the original compliance date in the Notice of Violation. Based upon good-faith efforts and progress, a Code Compliance *Supervisor* may grant an additional 30-day extension, and finally, the *Director, Deputy Director, or Assistant Director* may grant an additional 30-day extension. At the expiration of the 90-days, the case will be set for the next available Code Enforcement Board Hearing



## 5 What happens at a hearing?

The independent, quasi-judicial body responsible for adjudicating Code Compliance cases is the Code Enforcement Board. A resident may request more time to bring the property into compliance from the Board at a hearing, and it is in the sole discretion of the Board to grant or deny the request. The Code Enforcement Board adjudicates the case.



## 6 What if I am adjudicated in violation of the Code?

The Code Enforcement Board may impose fines, including a daily lien on the property for each day until compliance is obtained and verified. The goal of the City is to obtain compliance with the relevant Codes.



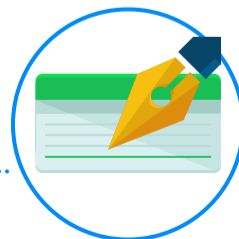
## 7 What is the penalty?

In addition to the financial cost of a fine or lien, there are other penalties associated with having an open Code violation. The City Attorney's Office may seek an injunction to obtain compliance, may seek foreclosure on the property, or file to obtain a money judgment in court.



## 9 When is the case closed?

Once the property is in compliance, and there is no fine outstanding, the Code Compliance case is closed.



## 8 How can I request to mitigate the fine?

A property owner must obtain an Affidavit of Compliance from a Code Compliance Inspector prior to requesting a hearing with the Code Enforcement Board for mitigation. Hearings may be requested online through the Hearing Boards division of the Planning Department.