

## NUISANCE PROCESS

1. Inspect property and photograph (do not enter the property to inspect or to photograph)

### **DATA ENTRY, PRINT PHOTO W/ADDRESS, FILE IN COMPUTER**

2. Email photos and owner information and “List of Consideration” for the next Trustee Meeting. The Board should declare by written resolution the property a nuisance. (505.87)
3. Must notify all lien holders by certified mail, return receipt requested.
4. Post the notice on the front door of the property and photograph the notice on the structure. (staff may enter property to post and photograph posting)

### **DATA ENTRY, PRINT PHOTO W/ADDRESS, FILE IN COMPUTER**

5. If the property is vacant property, or if the record owners or lien holders are unknown, follow steps 1-3, and then place the notice one time in a newspaper of general circulation within the Township. (505.87 B)
6. If the owner or lien holders do not remove vegetation, township staff or entity hired can abate the nuisance seven (7) days after the date of posting (or newspaper publication) and if all green cards have been returned from the certified mailings. All removal costs will be paid out of the Township’s General Fund. (505.87 C)
7. After nuisance is removed, Fiscal Officer makes a written report to County Auditor (i.e. statement of costs incurred), the cost will be added to the tax list and duplicate as a lien on the property.
8. When the Township is reimbursed for costs, the funds are deposited in Township’s General Fund (505.87 D)

## NOXIOUS WEED PROCESS

1. Inspect property determine if noxious weeds exist and photograph (do not enter the property to inspect or to photograph)
2. Board of Trustee's is required to notify by certified mail the owners, lessee or tenants that is in possession of the land that noxious weeds are growing on that property and the noxious weeds must be removed within five (5) days after notice is received. (5579.05)
3. If the address of the person in possession of the land is unknown the notice may be published one time in a newspaper of general circulation within the Township. **The Township is not required to obtain or send notice to any lien holders.**
4. If the noxious weeds are not removed or the Board is not given reason for their failure to comply then the Board is required to have noxious weeds removed.
5. The Board must approve the cost it incurs and pay the cost from the Townships General Fund. (5579.06)
6. The Fiscal Officer or designee would certify all removal costs and expenses to the County Auditor for placement and collection on the tax duplicate.