

ADMINISTRATION PROCEDURES FOR UNSAFE STRUCTURES BEING A PUBLIC NUISANCE

The following information is a summary of the requirements and procedures for reporting an unsafe building or structure as a public nuisance. The entire text of Act No. 97-576 and Shelby County Commission Resolution No. 97-12-06 may be obtained by contacting the Shelby County Department of Development Services at 620-6650.

If you are located within the corporate limits of a city, please contact your local municipal official for applicable guidelines in your area.

I - WRITTEN COMPLAINT RECEIVED

THE FOLLOWING INFORMATION MUST BE A PART OF THE WRITTEN COMPLAINT:

- 1) COMPLAINANT'S NAME, ADDRESS AND TELEPHONE NUMBER
- 2) SPECIFICS OF COMPLAINT
- 3) PHYSICAL LOCATION OF STRUCTURE
- 4) PROPERTY TAX ID OF LOCATION
- 5) OWNER'S NAME, ADDRESS AND TELEPHONE NUMBER

II - CASE NUMBER ASSIGNED

III - OWNER CONTACTED AND FIELD VISIT ARRANGED

IV - VISIT SITE AND INVESTIGATED

V - a) IF FOUND UNSAFE TO THE EXTENT IT CREATES A PUBLIC NUISANCE – THE FIRST LEGAL NOTICE IS SENT.

b) IF NOT UNSAFE - WRITE LETTER TO COMPLAINANT WITH COPY TO OWNER

VI - a) IF NO WRITTEN APPEAL IS FILED WITHIN 60 DAYS OF LEGAL NOTICE No. 1 - THE COUNTY COMMISSION SHALL PASS A RESOLUTION DOCUMENTING ACTION AUTHORIZED BY ACT No. 97-576.

b) IF APPEAL IS FILED IN WRITING - PLACE ON COMMISSION AGENDA FOR A HEARING

VII - a) LEGAL NOTICE No. 2 SENT WITH COPY OF RESOLUTION AUTHORIZING ACTION TO OWNER

b) IF COMMISSION DECIDES NOT UNSAFE - SEND LETTER TO COMPLAINANT WITH COPY TO OWNER

VIII - IF OWNER CONTINUES TO DISAGREE WITH THE DECISION OF COMMISSION - MAY WITHIN 10 DAYS OF DECISION - APPEAL TO THE CIRCUIT COURT OF SHELBY COUNTY

IX - ARRANGE FOR DEMOLITION BY COUNTY WORK FORCE OR PRIVATE CONTRACTOR

X - REPORT COSTS OF DEMOLITION TO COMMISSION FOR RESOLUTION

XI - NOTIFY OWNER OF COSTS VIA FIRST CLASS MAIL

XII - IF OWNER DOES NOT PAY COST OF DEMOLITION WITHIN 10 DAYS OF RESOLUTION BY COMMISSION - A LIEN SHALL BE MADE ON THE PROPERTY