



I've received a Courtesy Notice or Citation, now what?

→ Courtesy Notice

- The Town's Code Enforcement Officer starts by issuing a Courtesy Notice identifying the violation. The Courtesy Notice will either be mailed to you, posted on your property, or both. The Courtesy Notice will identify the violation and code section, it will include the timing for remediation, and will include contact information for the Code Enforcement Officer. Some offenses have varying timelines for remediation. Those will be spelled out in the Courtesy Notice.
- As soon as you receive the notice, please remedy the problem as quickly as possible, or make plans to remedy the problem and notify the Code Enforcement Officer of those Plans, or contact the Code Enforcement Officer for guidance on how to remedy the problem. Note: The Town is seeking voluntary compliance and will work with property owners to achieve a compliant outcome.
- Once the issue is resolved you will not receive further notices.

→ Citation

- The Code Enforcement Officer may issue a citation if the violation is not remedied in the timeframe outlined in the Courtesy Notice. Depending on the severity of the violation, the citation may call for a fine or summons to appear in [Municipal Court](#).

→ Court Order

- If the citation requires appearance in [Municipal Court](#), the judge will hear the case and can require a court order and remediation of the violation.

→ Abatement

- In some cases, the Town may need to enter the property and remedy the problem. In such instances, the Town will assess fines and fees to the property owner to cover the cost of the abatement.
- Failure to pay the fines and/or fees may result in the Town placing a lien against your property until such time as payment is received.