

Webber Township Zoning Department
Enforcement Procedures (Recognized by the Lake County Court)
For Blight Removal

Ordinance Enforcement Procedures

1. **Documentation of Complaints:** All complaints (written, visual, verbal, etc.) must be thoroughly documented on the official Complaint Form.
2. **Initial Notification (Courtesy Notice):** A Courtesy Notice letter is sent to the Resident and/or Landlord allegedly in violation. This notice includes supporting documentation (such as pictures), explains the specific ordinance being violated, and provides ample time for the individual to achieve compliance. **Assistance with Compliance:** The Resident and/or Landlord will have 5 days to contact the zoning administrator in order to assist the recipient(s) in formulating a plan for compliance to resolve the issue amicably.
3. **Written Warning:** If the violation persists after 7 days (which will include 2 weekends) a First Written Violation Notice will be issued. This is a signed letter that includes a description of the violation, a copy of the specific ordinance section being violated, and current photos. The notice is delivered via Registered Mail or by a process server, granting the violator a 15-day period of actively working to comply and/or respond.
4. **Second Written Violation Notice (\$100 fee plus Server Fee):** If 15 days pass with no contact or resolution efforts, a Second Violation Notice is issued. This signed letter, also sent via Registered Mail or process server, includes updated photos, details the location and violation, outlines the upcoming legal process and provides 7 additional days to respond.
5. **Issuance of First Civil Citation (\$250 fee plus Server Fee; double for repeat offenders):** If the first two notices are accepted (delivered) and no effort is made toward compliance within the specified 7 days, the first Civil Citation may be issued. This can be hand-delivered, sent via Registered Mail, or delivered by a process server. Issuing this citation officially places the violation under court jurisdiction which may include a court date.
6. **Second Civil Citation and Legal Action (\$200 fee + Court Costs):** If the violation continues after the court has handled the first citation and associated fines have been paid, a second civil citation will be issued and requires an appearance in front of a judge. This step requires the Township to engage legal counsel for court representation. The attorney will petition the court for a compliance order and request permission for the Township to bring the property into compliance, assessing all associated costs back to the property owner as a lien.
7. **Authority to Halt Enforcement:** Compliance is the primary objective. The Zoning Administrator retains the authority to halt the enforcement process at any point if compliance is achieved or a plan for compliance is agreed upon.
8. **Outstanding Fees:** Any outstanding fees will be transferred to the owners tax bill for collection. Prompt payment is required to avoid the risk of property foreclosure.