

# COMMUNITY DEMOLITION CHECKLIST

- Prior to and in conjunction with the issuance of any Notice of Violation, Notice of Condemnation, Emergency Order and/or Demolition Order:
  - The Code Official should keep a log/journal of all contacts and communications with the property owner(s) and/or other interested parties
  - The Code Official should keep meticulous notes concerning the violations and take ample photographs and/or videos demonstrating the violations
  - The Code Official should make reasonable efforts to confirm the owner(s) name and address (if the owner does not reside at the property)
  - The Code Official should issue all notices and orders concerning violations
  - The Code Official should be responsible for ensuring compliance with all other applicable sections of the Property Maintenance Code (for example, placarding property when it is appropriate to do so; posting notices of condemnation where required, etc.)
  
- The Notice of Violation, Notice of Condemnation and/or Emergency Order must:
  - Be in writing
  - Include a sufficient description of the real estate (i.e., address and parcel id)
  - Include a statement of the reason(s) for the notice/order (i.e., a listing of the specific ordinances that have been violated)
  - Include a Correction Order with reasonable time for compliance
  - Include an explanation of appeal rights
  
- The Notice of Violation, Notice of Condemnation and/or Emergency Order must be served on the owner and/or occupant by at least one of these methods:
  - Certified mail, return receipt requested
  - Personal delivery
  - Posting the notice in a prominent place on the property
  
- A Demolition Order must:
  - Be for property that is so old, dilapidated, or has become so out of repair that it is dangerous, unsafe, unsanitary, or otherwise unfit for human habitation, occupancy, or use
  - Be in writing and give no less than thirty days' notice of the demolition or repair
  - Include a sufficient description of the real estate (i.e., address and parcel id)
  - Include a statement of the reason(s) for the notice/order (i.e., a listing of the specific ordinances that have been violated)
  - Specify the time in which the owner must comply and specify the repairs to be completed, if repairs are an option
  - Include an explanation of appeal rights
  - Be served on all owners of record as well as all others with liens and encumbrances of record. Service must be completed in the same manner that service of a summons would be completed by a court
  - Include an explanation of appeal rights