



DUE PROCESS FOR ORDINANCE VIOLATIONS



1. TO REPORT AN ORDINANCE VIOLATION (COMPLAINT) - CALL CITY HALL OR REPORT A COMPLAINT ONLINE
 - <https://abbevillela.portal.iworq.net/ABBEVILLELA/new-case/400/1062>
 - 337-898-4212 OR 337-898-4213
 - Please have address ready when complaint is made.
 - If you are filing online, please provide photos for the investigation to be completed at the proper address.
 - Grass Violations are closed in November and will remain closed until another complaint is reported.

2. Violation is reported
 - Initial Inspection
 - All inspections are completed for the address provided.
 - If you are unsure about the address, please provide enough information to locate the property and complete the inspection.
 - If the address is incorrect or the location cannot be found, the inspection cannot be completed – the case will be considered closed or aborted.
 - After Inspection – if ordinance violations are found
 - Certified Letter and Non-Certified Letter Mailed to Property Owner
 - Non-Certified Letter is mailed to the tenant if applicable
 - The letters state that a violation has been sited on property and the owners are given a certain number of days to correct the violation.
 - Signature Card from Certified Letter is Returned to City Hall Signed
 - Deadline Date is Set beginning from date of signature (number of days depends on violation)
 - Signature Card from Certified Letter is Returned to City Hall NOT Signed
 - Another Non-Certified Letter is mailed to owner of property
 - Deadline Date is Set beginning from date the letter is returned (number of days depends on violation)

3. Deadline Date is Met
 - Final Inspection of Property to verify if complaint has been resolved
 - Complaint is resolved - Case is Closed
 - Complaint is not resolved - City hires a contractor
 - The amount charged by the contractor along with a 50% extra charge is billed to Owner of Property
 - If bill is not paid within a month of the bill date, a lien is placed on the property and additional \$105 for lien filing and \$55 to cancel lien will be placed on the balance due for the property.
 - Any bills acquired on the property that have not been paid by October 31, any unpaid balance is placed on the current year's property tax bill.
 - Depending on the severity of the violation, bids or a hearing may be required to complete the due process.