

EGELSTON TOWNSHIP



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5428 E. APPLE AVE
MUSKEGON, MI 49442

Egelston Township Code/Ordinance Enforcement Process

1. A written report is received by the Township, of a possible code/ordinance violation. The report is given to the Building Dept. and put on the Building Official's schedule for a site visit.
2. If the "Official" determines there is no violation, the case will be closed.
3. If there is a violation, documentation of the violation and an electronic file will be started.
4. Documentation of the violation and the first notice from the Township will be sent to the property owner. If the property is a rental, both the occupant and the property owner will receive a notice of violation.
5. The "owner/occupant" have fourteen (14) days to address the violation.
6. If after fourteen (14) days the violation has not been addressed the "Official" will do a second site visit. If the violation(s) still exist, a second notice will be sent to the "owner/occupant".
7. After fourteen days (14) of the second notice, the "Official" will do a third site visit. If the violation(s) have not been addressed, at that time, all documentation will be forwarded to the Township Attorney.
8. An attorney letter will be sent to the "owner/occupant" addressing the violation(s).
9. It should be noted that if the "owner/occupant" contacts the township in regards to the violation(s), it is at the discretion of the "Official" to allow extra time to address the violation(s).
10. If after fourteen (14) days of the "owner/occupant" receiving the attorney letter, the "Official" will do a final site visit of the property and if the "Official" determines the violation has not been addressed, a ticket will be issued and a court date will be set.
11. If the violation has been addressed and in compliance, the case will then be closed.

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Egelston Township Code Ordinance Violation Report Form

Location of Complaint

Description of Complaint:

Would you like to be contacted to discuss this further? Yes____ No____

Name: _____

Address: _____

Phone: _____

Date Complaint was Filed: _____

Complaint Received By: _____