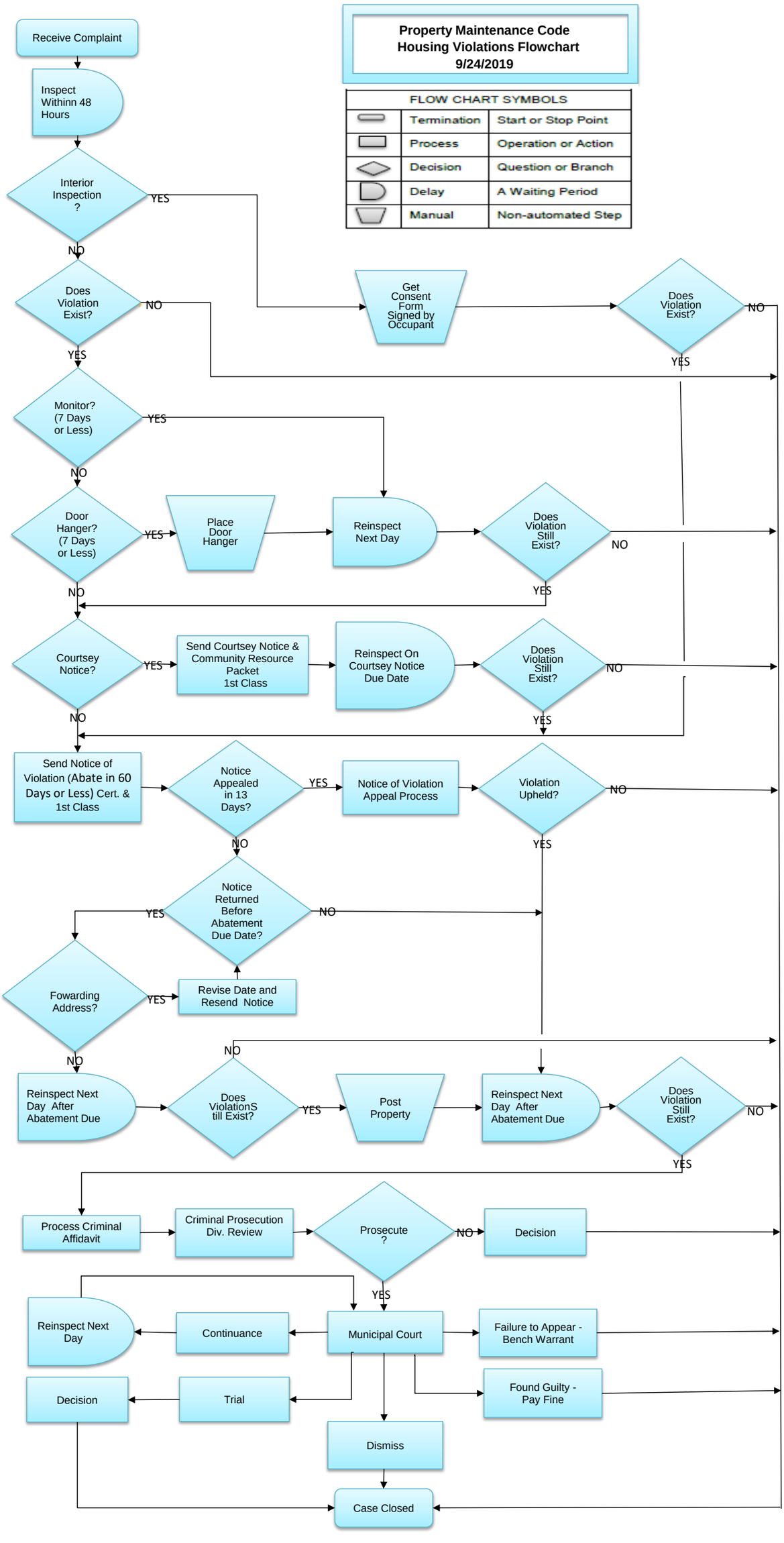
Property Maintenance Code
Housing Violations Flowchart
9/24/2019
FLOW CHART SYMBOLS
Termination
Start or Stop Point
Process
Operation or Action
Decision
Question or Branch
Delay
A Waiting Period
Manual
Non-automated Step
Receive Complaint
Inspect Withinn 48 Hours
Interior Inspection ?
YES
NO
Does Violation Exist?
NO
YES
Get Consent Form Signed by Occupant
Does Violation Exist?
NO
YES
Monitor? (7 Days or Less)
YES
NO
Door Hanger? (7 Days or Less)
YES
Place Door Hanger
Reinspect Next Day
Does Violation Still Exist?
NO
YES
NO
Courtsey Notice?
YES
Send Courtsey Notice & Community Resource Packet 1st Class
Reinspect On Courtsey Notice Due Date
Does Violation Still Exist?
NO
YES
NO
Send Notice of Violation (Abate in 60 Days or Less) Cert. & 1st Class
Notice Appealed in 13 Days?
YES
Notice of Violation Appeal Process
Violation Upheld?
NO
YES
NO
Notice Returned Before Abatement Due Date?
YES
NO
Fowarding Address?
YES
Revise Date and Resend Notice
NO
NO
Reinspect Next Day After Abatement Due
Does ViolationS till Exist?
YES
Post Property
Reinspect Next Day After Abatement Due
Does Violation Still Exist?
NO
YES
Process Criminal Affidavit
Criminal Prosecution Div. Review
Prosecute ?
NO
Decision
YES
Reinspect Next Day
Continuance
Municipal Court
Failure to Appear - Bench Warrant
Decision
Trial
Found Guilty - Pay Fine
Dismiss
Case Closed