

Writing a Violation Letter

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One Shot!! Why it is important!

- Violation letter sets the basis for moving forward.
 - Used for a variance hearing
 - Used for an appeal of your decision
 - Sent to attorney, Dept., Legislators, etc.
 - Used for pursuing the violation if corrective measures not taken.
- Don't take short cuts

Purpose of the letter

- Communicate to the property owner that there is a violation
- AND
- Identify corrective measures

Tone

- Tone – Why is this important?
 - Affects how the reader receives the message you are communicating!
 - Professional and courteous.
 - Clear and concise.
 - Actual appearance of letter – CAPITAL LETTERS, **BOLD** and underline. Use in appropriate places.

Required Information

- Intro paragraph: provide some background prior to just saying there is a violation.
- Identify the violation.
 - State section of ordinance and how the project is in violation.
 - Location and specific nature (what was actually constructed, etc.)
- If still under construction – provide a Cease and Desist Order. Deliver prior to letter if necessary.

Required Information cont.

- Identify corrective measures with date.
 - Provide options available to bring into compliance vs. just ordering the violation removed. Ex. Remove 2' of the deck and secure and after-the-fact permit.
 - Don't just provide pursuing a variance to correct the violation.
- Identify if citation has been issued.
- Provide appeal paragraph.
 - Clock starts running w/ date of the letter.

Quick Tip

- Use your outlook calendar to keep track of due dates.

Violation not corrected – now what??

- Refer the violation to the corporation counsel. A
- Corporation Counsel generates a violation letter. B
- Formal code enforcement if not corrected. C

Note: Documentation

- Documentation is the key to success!!
- Phone conversation: Provide summary, date and caller and file it!
- Counter conversation: Provide summary, date and call and file it!!
- Take pictures when inspecting.

Questions? Comments?