

OFFICIAL NOTICE OF ZONING AND LAND USE VIOLATION

Date: [Date]

To: [Property Owner Name]
Address: [Property Owner Mailing Address]
City, State, Zip: [City, State, Zip]

RE: NOTICE OF ADVERSE ACTION - PROPERTY LOCATED AT: [Violation Property Address]

Dear [Property Owner Name],

This letter serves as formal notification that the [Department/City/County Name] has determined that the property referenced above is in violation of the [City/County] Zoning and Land Use Ordinances.

Description of Violation(s):

Based on an inspection conducted on [Date of Inspection], the following violations were identified:

[Detailed description of the violation, e.g., unpermitted structure, illegal use of land, etc.]

Applicable Code Section(s):

The conditions listed above are in violation of Section(s): [Insert Specific Code/Ordinance Numbers].

Required Corrective Actions:

To resolve this matter and avoid further legal action or penalties, you must take the following steps:

[List specific actions required to fix the violation, e.g., remove structure, cease business operations, or apply for a permit.]

Compliance Deadline:

All corrective actions must be completed by [Deadline Date]. A follow-up inspection will occur on or after this date.

Consequences of Non-Compliance:

Failure to remedy the violations by the deadline may result in adverse actions, including but not limited to: daily administrative fines, the recording of a certificate of non-compliance against the property title, or legal action in [Jurisdiction] Court.

Right to Appeal:

You have the right to appeal this determination. A written request for a hearing must be filed with the [Name of Board/Commission] within [Number] days of the date of this letter.

Please contact [Inspector Name] at [Phone Number] or [Email Address] if you have any questions or to confirm when the violation has been corrected.

Sincerely,

[Signature]

[Name of Official]

[Title]

[Department Name]