

Ordinance Violation Complaint Form Procedures

I. Ordinance Violation Complaint Form must be on file with the clerk

A. Complaint Form Generation

1. Inspectron, Inc.

- a) In their normal travels, if Inspectron notices a violation, Inspectron should initiate the complaint form.
- b) This will generate both the complaint form and the first inspection form
- c) Both forms should be immediately sent to clerk to be filed for their records

2. Board Members / Clerk

- a) Fill out complaint form and file it with the clerk. Clerk will forward to Inspectron of possible violation
- b) Inspectron will verify the complaint
- c) If valid, Inspectron will generate the first inspection form and forward to the clerk to be filed.

3. Resident

- a) Fill out complaint form and send to township clerk via email ravennatownship@embarqmail.com or mail 20425 Red Wing Blvd. – Hastings, MN 55033
- b) Township clerk will then forward copy of complaint to Inspectron, Inc. without the filers name on the form
- c) Inspectron will verify the complaint
- d) If valid, Inspectron will generate the first inspection form and forward to the clerk to be filed

II. Board Notification

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A. The clerk will notify the board

1. Progress report at next scheduled meeting and sequential meeting until in compliance
2. Inspectron does not need to wait for a meeting to proceed

III. First Inspection

A. Verify Violation

1. Photos if necessary
2. Sign and file 1st Inspection form
3. File inspection form with township clerk

B. Talk to Violator or Instruct clerk to send 1st letter

1. If told verbally, this will serve as 1st notice
2. Township clerk will send letter to violator and send copy of letter to Inspectron

C. Township clerk to notify board of complaint

D. Follow up inspection for compliance

1. 30 days from 1st inspection, Inspectron Inc will complete follow up inspection

IV. Second Inspection

A. If Compliant

1. Inspectron sign & file 2nd Inspection form with township clerk
2. Inspectron to notify & send all documentation to clerk

B. If Non-compliant

1. Inspectron will sign & file 2nd Inspection form with township clerk

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2. Inspector to instruct clerk to send 2nd notice
3. Clerk will send letter to violator and copy of letter to Inspector

V. Third and Final Inspection

A. Follow Up Inspection in 10 days

B. Verify Compliant or non-compliant

1. Sign & file 3rd Inspection form
2. Notify clerk of compliance / or
3. Notify clerk to consult with attorney
 - a) Assemble file, including photos
 - b) Send all documentation for case evidence to clerk

VI. Township Attorney is consulted to determine enforcement action.

NOTE: The timelines set out above are intended to ensure enforcement matters are handled in a prompt matter. They are goals and not strict deadlines.