CODE VIOLATION LETTER FROM MUNICIPAL ATTORNEY*

CITY/VILLAGE/TOWN ATTORNEY STATIONERY

Name and Address Date

Dear Mr./Ms _____

I am advised by [City/Village/Town] Enforcement Officer [name], that despite his recent discussions with (letters to) you regarding [City/Village/Town] laws and ordinances, your property continues to remain in violation, to wit: [describe violation here]

Mr. [name] has been ordered by the [City/Village/Town] Board to bring all properties in the [City/Village/Town] into compliance with the [City/Village/Town] Zoning Ordinance/Law that [Example – (limits to two the number of unregistered vehicles on any property) (the [City/Village/Town] Junk Ordinance/Law which requires the property owner to obtain a license to collect or store bodies, engines or parts of autos)(the [City/Village/Town] Dumping Ordinance/Law which prohibits the dumping of waste materials, garden refuse, grass, leaves, tires, glass, metal or garbage on private properties.)]

Mr. [name] intends to bring your situation to the attention of the [City/Village/Town] Board at its [time] o'clock PM, [date] work session meeting at the [City/Village/Town] Hall. Be advised that unless these alleged violations are corrected by that time, Mr. [name] will request that the [City/Village/Town] Board commence appropriate legal action to compel you to bring your property into full compliance with all local laws and ordinances, which legal action may only result in a considerable additional expense to you.

I trust that you will give this letter the serious attention which it deserves. Should you have any questions regarding this matter, you may contact Mr. [name] at [phone no.] prior to the [date] Town Board meeting.

Yours truly,

[name]

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* See form 107 in Formbook, Initial Warning Letter from Code Enforcement Officer

[City/Village/Town] Attorney

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