

TOWN OF COVENTRY  
LAND USE OFFICE  
ZONING ENFORCEMENT POLICY

1. Formal, written, signed complaint received in the Land Use Office.
2. ZEO(Zoning Enforcement Officer) performs a drive-by site inspection to determine nature of violation. Photographs are taken as required and an inspection sheet indicating the result of the inspection is created.
3. ZEO reviews all existing files in the Land Use Office to determine relevant history of situation/property.
4. ZEO creates an enforcement file with pertinent information and logs the matter in the enforcement matrix.
5. ZEO telephones or sends an introductory letter to the violating party/property owner making them aware of situation and ask them to contact Land Use Office to discuss resolution within 7 days of date of receipt. If a phone call occurs, then the enforcement file will be documented.
6. If no contact is made within 7 days, then the ZEO re-inspects the property again after 7 days to determine if violation still exists. If the violation is still present, then the ZEO will issue a notice of violation to the violator/property owner requiring that the violation must be corrected within 14 days of receipt of the letter, which is to be sent certified mail.
7. If no compliance occurs, after 14 days the ZEO will issue a cease and desist letter to the violator/property owner, which is to be sent certified mail. The violator/property owner has 30 days to appeal the order to the ZBA.
8. If violator/owner is working towards compliance with the ZEO, then the ZEO reserves the right to offer some flexibility for timeframes of compliance, based upon the individual circumstances.
9. If no compliance is gained by the time the appeal period has lapsed, then the ZEO will forward the matter to the Planning and Zoning Commission to recommend that the Town Council authorize further enforcement action with the Town Attorney's office.
10. If the Town Council authorizes the further legal action to occur, then the enforcement file will be forwarded to the Town Attorney's office.

With the exception of the Statutory provisions, these procedures are can be made to be flexible and adjustments may be made depending upon the nature and severity of the violation matter.