

Complaints of alleged zoning violations are to be submitted to the Borough Manager using the **ZONING VIOLATION COMPLAINT FORM** which is available at the Borough Office and on the website.

a. The Borough Manager will ensure that the form is complete and will assign a case number to the complaint using the format YYYY Z n where YYYY is the current year; Z represents Zoning ; and “n” is a consecutive number. The Borough Manger is to ensure that the zoning officer receives a copy of the **ZONING VIOLATION COMPLAINT FORM** within three (3) business days (BD) of initial receipt of a **ZONING VIOLATION COMPLAINT FORM**.

b. The zoning officer will inspect the premises of the alleged zoning violation to determine if a violation exists, within ten (10) BD of receipt of a **ZONING VIOLATION COMPLAINT FORM**. The zoning officer is to document the findings of his/her inspection, and all subsequent actions on each case, using the **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT** form. A copy of each completed **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT** is to be provided to the Borough Manager by the zoning officer.

c. If the zoning officer determines that no violation exists, the zoning officer will document his/her findings via a **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT**. The Borough Manager will advise the complainant and alleged violator of the zoning officer’s determination.

d. If the zoning officer determines that a zoning violation does exist, he/she is to document their findings via a **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT**, indicating the article, section, and subsection of the Borough Zoning Ordinance that is being violated. The zoning officer will issue an enforcement notice to the owner of the property where the violation exists, in accordance with Article 29 ~14-2901, within ten days of making the determination. A copy of such notice is to be provided to the Borough Manager.

e. If the violator appeals the zoning officer’s position to the Zoning Hearing Board, the Borough Solicitor will prepare and present the Borough’s position on the case. If the Zoning Hearing Board agrees that no violation occurred, the case is closed. If the Zoning Hearing Board agrees that a violation exists, the zoning officer will proceed as in sub paragraph f. below.

f. The zoning officer is to inspect the premises where the violation occurred within three (3) BD of the deadline to resolve the violation that was specified in the enforcement notice that was issued to the violator.

g. If the zoning officer finds that the violation has been resolved, he/she will complete a **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT** closing the case. The Borough Manger will advise the complainant and property owner that the case is closed.

h. If the zoning officer finds that the violation has not been resolved within the deadline, he/she will complete a **ZONING VIOLATION COMPLAINT INSPECTION/ACTIVITY REPORT**, advise the violator accordingly, and will make a recommendation to Borough Council as to what actions should be taken.

If the zoning officer’s recommendation is to proceed with legal action against the violator, and if the Borough Council supports this recommendation, the Borough Solicitor is to proceed with such action with the support of the zoning officer.

If the zoning officer recommends that additional time be granted to resolve the violation due to extenuating circumstances, the zoning officer will proceed as in sub paragraph (d.) above and issue a new enforcement letter with a new deadline to correct the violation.