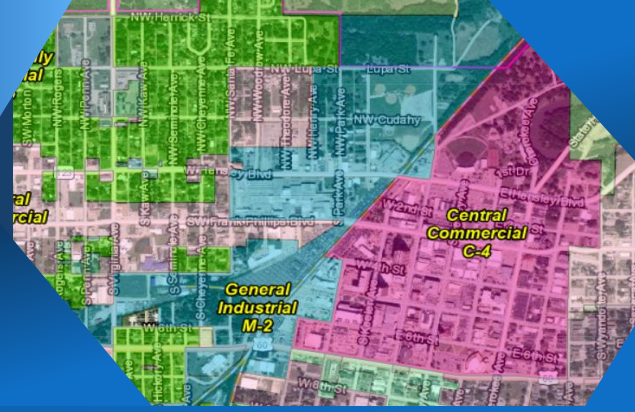


ZONING CODE POLICY & PROCEDURES



Code Enforcement Policy and Procedures Guide for Zoning Code

Purpose

Purpose The purpose of this policy and procedures guide is to provide a framework for enforcing regulations related to violations of the zoning code. This guide is intended to ensure that violations are identified and addressed in a timely and efficient manner while promoting compliance with relevant laws and regulations

Scope

This policy and procedures guide applies to all properties within the jurisdiction, including residential, commercial, industrial, and public properties.

1. State Statue & Ordinance

- Oklahoma State Statues:
 - Oklahoma State Statues:
 - Title 11
 - City of Bartlesville Code of Ordinances – Zoning Code Appendix A

Definitions

- Violation: Any act, omission, condition, or occurrence that constitutes a breach of a regulation or law.
- Property owner: The person or entity that owns or has legal control over a property.
- Violator: The person or entity responsible for the violation.

Policy

It is the policy of the city to enforce codes and regulations related to the Zoning Code. The city will respond to and investigate complaints and proactively identify violations. Property owners and occupants are responsible for maintaining their properties in compliance with all applicable codes and regulations.

Procedures

1. Reporting Violations

- Residents, property owners, or any concerned individuals can report suspected code violations through the designated reporting system (e.g., online form, phone, or email).
- Anonymous reports are accepted but may limit the enforcement officer's ability to gather additional information if needed.

2. Inspection and Notice

- Upon receiving a complaint or identifying a potential violation, a code enforcement officer will inspect the property.
- If a violation is confirmed, the officer will issue a courtesy letter to the property owner or occupant, providing a ten (10) days for voluntary corrective action.
- At the end of the ten (10) days of voluntary correction, a code enforcement officer will inspect the property.
- If a violation is confirmed, the officer will attempt to serve a citation for violation of the zoning ordinance.

3. Compliance

- Property owners or occupants must correct the violation within the specified timeframe.
- After the timeframe has elapsed, the code enforcement officer will re-inspect the property to confirm compliance.
- If the property complies, the case will be closed.

4. Non-Compliance and Penalties

- A violation of these regulations shall be deemed a misdemeanor and shall be punishable by fine or by imprisonment or both, as now provided by law for misdemeanors. Each day that a violation is permitted to exist shall constitute a separate offense. Nothing herein contained shall prevent the City of Bartlesville, or its authorized officials from taking other action, authorized by law, to remedy violation.
- If the property owner fails to comply with the notice of violation, the code enforcement officer may issue a citation.
- Within a citation the owner or tenant will be compelled to go before the municipal court and either plead guilty, not guilty, or no contest. If the owner pleads guilty, the court will typically impose a fine and/or imprisonment. If the owner pleads not guilty, a trial will be scheduled and evidence will be presented.

5. Appeals

- Appeals from the Municipal Court can be made to the District Court.

Education and Outreach

The jurisdiction will engage in ongoing education and outreach efforts to inform residents and property owners about the importance of maintaining their properties in compliance with local codes and regulations. This may include informational materials, workshops, and community events.

Review and Updates

This policy and procedures guide will be reviewed periodically and updated as needed to ensure that it remains effective and relevant to the jurisdiction's needs.

Contact Information

For questions, concerns, or to report a potential violation, please contact the Code Enforcement Division at 918-338-4230