



# *City of Alachua*

CODES ENFORCEMENT  
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## **City Policy**

The policy and philosophy of the City of Alachua is intended and designed to maintain and create a safe, clean, healthy and positive environment in which the rights and property values of all are respected and protected.

The goal is always correction and code compliance, not fines and punishment. The Code Enforcement Officer will only bring persons or companies before the Special Magistrate after asking the owner to meet the requirements of the code. But the codes must and will be enforced for the benefit of all.

## **City of Alachua Code Violation Process**

### **Complaint**

- Anonymous or Named complainant
- Investigation/Inspection conducted by Code Enforcement Officer (CEO)
- The case is closed if unfounded. No further action
- The CEO will take photos, interview any witnesses and gather all other evidence of violations.

### **Violator Notification**

- A Notice of Violation will be issued
- Service by personal delivery, regular mail or certified mail
- Reasonable time to correct violation set forth in Notice of Violation

### **Correcting Violation**

- Violator given a reasonable time to correct violation. Generally violators are given 14 days to be in compliance, depending on the nature of the violation
- Violation corrected – the case is closed
- Violator fails to correct violation- referred to the Special Magistrate
- Immediate action in cases where threat to life or property

### **Special Magistrate Public Hearing**

- Notice of Quasi-Judicial Hearing/Statement of Violation sent via-certified mail
- CEO or other City officials present testimony under oath before Special Magistrate. Respondent has right to present case
- The Special Magistrate determines if respondent is guilty of violation(s)
- The Special Magistrate has legal authority to set time table for correction and subsequently impose fines and costs for failure to comply within the given time frame, Florida Statute 162.09

- City of Alachua Land Development Regulation 9.7.1 and F.S.S. 162.09 give Special Magistrate authority to:
  - Fine up to \$250 a day until each violation is corrected
  - Fine up to \$500 a day for each repeat violation
  - Fine up to \$5,000 for each irreparable or irreversible violation
- Respondent is responsible for, in addition to any fine imposed, direct costs incurred by the City of Alachua in bringing a case before Special Magistrate. These costs include such items as mailing and advertising expenses.

### **Elderly/Indigent Assistance**

- The Codes Enforcement Office attempts to locate and provide assistance to property owners through:
  - Churches
  - Family Members
  - Community Outreach organizations
  - Veterans groups
  - City Volunteers
  - Waste Management Assistance – free or reduced rates on containers
  - Demolition/Landscaping service companies – free or reduced rates
  - Junk Yards – Free pick-up of old vehicles
  - Civic Organizations