

## Condemnation Procedures

1. The inspection of property shall be done by the Code Enforcement Officer or other representative of the Mayor. If the property is determined to be in violation of Ordinance No. 2001-15, then the Code Enforcement Officer or other designated official shall:
2. Issue a Clean-Up Notice upon the owner or occupant of property/structure.
3. The Clean-Up Notice must be in writing and signed by the Code Enforcement Officer, or other designated official.
4. The Clean-Up Notice must state the conditions to be abated that must be abated within 7 days.
5. The Clean-Up Notice must be served upon the owner or occupant by either certified mail or by personal service.
6. If the Notice is being served by personal service, then it may be served by a city officer or employee.
7. If owner/occupant is unknown, the Clean-Up Notice must be posted in a conspicuous location on the premises.
8. If the Notice must be posted due to unknown whereabouts, then City Clerk must issue an Affidavit stating the facts as to the unknown address or whereabouts of the owner.
9. The Affidavit must be published and an attorney-ad-litem shall be appointed to notify the owner by a registered letter to his last know address.

**A CLEAN UP NOTICE ISSUED TO AN OWNER/OCCUPANT SHALL  
REMAIN IN EFFECT FOR TWELVE (12) MONTHS.**

10. If seven days pass without abatement, then proceed with condemnation.
11. A Notice of Condemnation shall be issued upon the property owner.
12. The Notice of Condemnation must be in writing and signed by the Code Enforcement Officer.

13. The Notice of Condemnation must also state the description of the house, building or structure, the name(s) of the owners, the reasons the property is in non-compliance, the legal consequences of failing to abate the offensive conditions, and the date, time and place of the City Council meeting that will address the condemnation of the property.
14. The Notice of Condemnation must be served upon the property owner by either certified mail or by personal service.
15. If the property owner is unknown, then Steps 6, 7, and 8 above shall be applied to the Notice of Condemnation.
16. At the City Council meeting the City Council shall determine whether the condition of the property is in compliance or is a nuisance.
17. If the property is determined by the City Council to be a nuisance, then the City Council shall pass a Resolution condemning the property.
18. A certified copy of the Resolution shall be mailed to the property owner if his whereabouts are known, and a copy shall also be posted at a conspicuous place on the said house, building, or structure. If the whereabouts of the property owner are unknown, then the posting of the Resolution will suffice as proper notice.
19. If the condemned house, building, or structure has not been abated within thirty (30) days after the posting of the Resolution, then the City may tear down, remove, or otherwise abate the said property.
20. The City's cost to abate the property shall be charged against the property and shall constitute a lien.
21. The City shall insure that the abatement of the condemned property is done in a manner as deemed appropriate. If the property has substantial value, then the same shall be sold by public sale to the highest bidder for cash after ten days notice first being published.
22. The proceeds of said sale shall apply to the fines and costs applied to the property. Any proceeds remaining will be returned by the City Clerk to the former owner(s) of such condemned property.