



## *More Information*

The City of Greeley is dedicated to improve the overall quality of Greeley by fostering the development and maintenance of neighborhoods that are safe, enjoyable and beneficial areas in which to live.

Call the Code Enforcement Office at (970) 350-9833 for information about code violations or the Administrative Enforcement and Hearing Process or go to the Web site at [www.greeleygov.com/ce](http://www.greeleygov.com/ce). From this site you can access information about city codes and report possible violations in your neighborhood. For information on other neighborhood resources including Neighborhood Watch, block party and block clean up events and more call the Neighborhood Resource Office at (970) 350-9780 or go to the Web site at [www.greeleygov.com](http://www.greeleygov.com) and click on Your Government → City Departments → Community Development → Neighborhood Resources.

### City of Greeley

Community Development Department  
Code Enforcement  
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### City of Greeley

## ADMINISTRATIVE ENFORCEMENT AND HEARING PROCESS

Serving Our Community -  
It's a Tradition



**Community Development**  
CODE ENFORCEMENT

## What is Administrative Enforcement?

In the past when a Code Enforcement Inspector found an alleged sanitation or zoning code violation such as weeds, trash, inoperable vehicles, non-permitted signs, or non-maintained properties, the inspector gave the person a summons to Municipal Court. This was actually a criminal charge. It was a process that many people found frightening.



Greeley is now using a form of enforcement called Administrative Adjudication for most routine cases. This process assesses an administrative penalty for ordinance violations rather than a criminal charge. Those charged with a violation still have due process rights to a hearing before a neutral hearing officer and rights of appeal, but this administrative process is quicker and simpler and avoids the stigma of a criminal record for violators. The process is intended to be more informal and less intimidating for all involved and can also be less costly, since it does not necessarily involve the use of attorneys. Other cities in Colorado have opted to use this process. Violations of the ordinances designated as code infractions have an associated financial penalty.

### HOW DOES THE PROCESS WORK?

In general, the process starts when a Code Enforcement Inspector witnesses a violation of the sanitation or zoning ordinances. This may be the result of a complaint received by the Code Enforcement Office or observed by the Inspector during the normal course of their duties. If the code infraction is minor in nature the Inspector *may* issue a courtesy warning to the violator to correct the problem. In situations where the infractions are deemed to warrant stronger action such as repeat violations, failure to correct a violation following a courtesy warning or situations that are threatening to public health and safety, the Inspector will immediately issue a Notice of Violation (NOV). This may be issued in person or sent by first class mail to the owner, tenant and/or agent of the property. The NOV will clearly state the violation(s) and the date/time of the hearing.



### WHAT ARE MY OPTIONS IF I GET A NOTICE OF VIOLATION?



If you receive a Notice of Violation and it is the first time you've had a code infraction you have the option of correcting the infraction at least 2 days prior to the scheduled hearing, signing a stipulation of liability and paying a \$25 fee or you may appear at the administrative hearing to provide evidence to disprove liability for the infraction.

The Inspector will check your property two days prior to the scheduled hearing date to confirm if the infraction has been corrected or you may contact the Code Enforcement office prior to that time to schedule a follow up inspection. At that time, you may voluntarily sign the stipulation of liability and pay the \$25 fee at City Hall prior to the scheduled hearing so you will not have to appear at the hearing. Proof of payment will be required.

If you do not correct the infraction or choose not to sign the stipulation or you have had the same violation within the past 365 days you must appear for the hearing at the date and time shown on the NOV.

### WHAT IS THE HEARING PROCESS LIKE?

The hearing consists of an informal review of the facts, presented by the person who is accused of violating an ordinance, and the inspector or a designated representative of the City, who is familiar with the violation incident. The process allows you to subpoena witnesses and provide other information that might persuade the hearing officer to dismiss the citation. Subpoenas are obtained directly from the hearing officer and must be obtained five (5) days prior to the hearing. The hearing officer, after listening to the issues on both sides, will determine if the charges are substantiated or dismiss them. If the hearing officer determines that a violation does exist he may assess fines up to \$1000 per violation, and either order the violator to correct the situation or issue a warrant to the inspector to have the violation(s) corrected.

