

MINIMUM HOUSING PROCEDURE

- 1. CHECK OUT PROPERTY/TAKE PICTURES/FILL OUT CHECK SHEET**
- 2. CONTACT OWNER BY LETTER (attach copy of check sheet and pictures if owner lives out of state)**
- 3. PHASE 1 (15 DAYS)**
- 4. PHASE 2 (90 DAYS)**
- 5. PHASE 3 (30 DAYS)**

WHEN PROPERTY HAS GONE THROUGH ALL THREE PHASES OF MINIMUM HOUSING YOU THEN GET A TITLE SEARCH. AFTER THE TITLE SEARCH IS COMPLETED, IF WE FIND THERE ARE OTHER OWNERS, THEY MUST BE NOTIFIED OF CIRCUMSTANCES BEFORE THE PROCESS CONTINUES.

AFTER TITLE EXAM HAS BEEN COMPLETED BY THE CITY ATTORNEY'S OFFICE AND RETURNED TO THIS DEPARTMENT, WE THEN DECIDE WHICH PROPERTIES WILL GO BEFORE THE CITY COUNCIL FOR CONDEMNATION.

WHEN THAT DECISION IS MADE:

- 1. A LETTER (COUNCIL NOTIFICATION) IS MAILED TO THE OWNER.**
- 2. A PUBLICATION IS E-MAILED TO THE NEWS-ARGUS TO BE RUN IN THE ADS SECTION FOR TWO DAYS.**
- 3. NOTIFY CITY GENERAL SERVICES) TO SEE IF THE CITY CAN DEMO THE STRUCTURE(S). (E-MAIL A PICTURE OF THE FRONT OF THE STRUCTURE.)**
- 4. NOTIFY STATE LICENSED ASBESTOS CONTRACTOR TO CHECK FOR ASBESTOS. (ONLY STATE LICENSED ASBESTOS CONTRACTOR IN WAYNE COUNTY IS A/K GRADING & DEMOLITION)**
- 5. AGENDAS AND ORDINANCES ARE COMPLETED, SIGNED BY CHIEF BUILDING INSPECTOR AND FORWARDED TO THE CITY MANAGER'S OFFICE. (THESE ARE DUE ON TUESDAY MORNING BEFORE THE MONDAY COUNCIL MEETING. (MUST HAVE INFORMATION FROM GENERAL SERVICES AND ASBESTOS CONTRACTOR BEFORE AGENDA AND ORDINANCE CAN BE COMPLETED.)**

AFTER CONDEMNATION BY THE CITY COUNCIL:

- 1. MAIL 30 DAY LETTER TO OWNER.**
- 2. AFTER THE 30 DAYS ARE UP, NOTIFY PROGRESS ENERGY TO DISCONNECT POWER AND NOTIFY NCNG TO DISCONNECT GAS SERVICE.**
- 3. IF STRUCTURE IS TO BE PUT OUT FOR BID, CONTACT THE FINANCE DEPARTMENT WITH INFORMATION. WHEN BIDS COME IN TO INSPECTIONS, WE ARE RESPONSIBLE FOR NOTIFYING THE CONTRACTOR.**
- 4. IF THE STRUCTURE IS TO BE DEMOLISHED BY THE CITY, FIRST WE HAVE TO HAVE ANY ASBESTOS REMOVED, AFTER THAT TAKES PLACE WE NOTIFY GENERAL SERVICES TO TAKE THE STRUCTURE DOWN.**
- 5. CONTACT FINANCE DIRECTOR, WITH ALL OWNER INFORMATION.**
- 6. WHEN WE ARE NOTIFIED THAT THE DEMO IS COMPLETE, AN INSPECTION IS PUT INTO THE SYSTEM, THE INSPECTOR GOES OUT AND IF HE APPROVES THE DEMO/GRADING THE MINIMUM HOUSING FOLDER IS MARKED "DEMOLISHED" AND FILED AWAY. THE ADDRESS IS THEN REMOVED FROM THE MINIMUM HOUSING LIST.**

NOTE #1: ALL DEMOLITIONS REQUIRE A PERMIT AND A FINAL INSPECTION MUST BE MADE BY THE INSPECTIONS DEPARTMENT. ALSO BEFORE A DEMO PERMIT IS ISSUED WE MUST HAVE PAPERWORK STATING THE STRUCTURE IS ASBESTOS FREE.

NOTE #3: WE MUST BE SURE WE HAVE THE DEMOLITION FUNDS IN THE BUDGET BEFORE WE TAKE STRUCTURES TO COUNCIL.