

# Wasco County Code Compliance Nuisance Abatement Ordinance (WCCNAO) Flowchart

More-Common Parts of Process

Less-Common Parts of Process

## STEP 1 Alert Stage

Planning Department made aware of a potential violation but no complaint in writing is received.

“**Hold**” created for property to flag it for when future requests or inquiries are made.

No further compliance action without receipt of a complaint in writing.

## STEP 2 Initial Contact & Abatement Agreement

Written **complaint received**. Property researched and site inspection performed to confirm violation is present.

If violation confirmed, **Initial Contact (IC) letter** sent to notify owner and request abatement and contacting of Code Compliance Officer.

**Abatement Agreement** is prepared with timeline to remedy the violation and owner works on it; OR, if no contact received, a **Notice of Violation** (15 days to respond) sent.

If no contact to establish abatement plan or an appeal received, **Notice to Correct** (15 days to respond) sent.

If no contact to establish abatement plan or an appeal received, compliance process **escalates to STEP 3**.

## STEP 3 Administrative Civil Penalties/Lien

**Notice of Failure to Comply/ Administrative Civil Penalty** sent and/or posted (15 days to respond).

If no contact to establish abatement plan or an appeal received, Compliance Officer recommends penalty amount and **Hearings Officer Order (HOO) affirms penalties**.

The HOO is **recorded with the County Clerk as a lien on the property**.

If no contact to establish abatement plan or appeal received, compliance process **escalates to STEP 4**.

## STEP 4 County-Enforced Abatement

**Order to Abate Nuisance** sent and/or posted (15 days to respond). If not appealed, Hearings Officer must affirm.

If no contact to establish abatement plan received and site visit confirms no abatement, **Abatement Warrant** processed.

Abatement contractor hired and owner is notified of amount due for abatement costs and County's 25% administrative overhead charges in **Notice of Abatement Cost** (60 days to pay).

**Unpaid abatement charges** go before the Hearings Officers for affirmation as **a lien, in addition to any previous liens in place**.