

# City of St. Charles Code Violation Process

## Phase I Discovery



City staff is notified of potential code violation



City staff performs inspection of potential violation



City staff sends notification that a code violation has been found



If issue is not adequately addressed or property owner doesn't respond a summons is issued



City staff determines there is no evidence of a violation

## Phase II Remediation



Property owner requests extension to address concern



Pre-Prosecution Hearing - to try and resolve issues before going to administrative hearing



Administrative Adjudication hearing



Property owner has 30 days to comply with adjudication decision or appeal



If property owner does not comply then fines could be assessed



Circuit court is available if property owner decides to appeal



Found not in violation by adjudication

## Phase III Issue Resolved



Property Owner contacted staff and requested extension and was able to rectify concerns



Property owner able to address concerns after Pre-Prosecution hearing



Property owner was able to address concerns after administrative adjudication hearing



Violations that remain unresolved may result in liens being placed on the property



CITY OF  
ST. CHARLES

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