

Citizens Request – Start to Finish Time Line

Steps	Days
1. Receive citizen request & assign to department:	1
2. Assign to inspector:	2
3. Inspectors inspection window:	3
4. Issuance of Notice of Violation:	1
5. Voluntary correction period:	
Non Structural:	10
Structural:	30
6. Compliance inspection & citation issued:	1
7. Citation appeal period:	7
8. Mailing time:	3
9. Code Enforcement Board Hearing:	30-45

Exception to #4 – If found in-compliance on inspection the case is closed in seven days from date received.

Exception to #6 – If found in-compliance on inspection of non structural violations closed in seventeen days.
If it is a structural violation closed in forty seven days.

Exception to #6: Violators may request, prior to citation, for an extension for compliance.
Timeline may vary due to circumstances.

Total days to Code Enforcement Board Hearing:

Non Structural Appeals: 49 days
Structural Appeals: 69 days

For More Information and Assistance

Code Enforcement Division:	393-3102
Citizens Information & Assistance: (Citizens Request)	393-3444
Neighborhood Services:	393-3674
Building Division:	393-3615/393-3676
Community Development Rehab Program:	393-3295
Event Planning	393-3444
Planning & Zoning Office:	842-1953
Human Rights Commission:	782-7900
HANDS: (Housing Assistance & Development Services)	796-4176
Housing Authority:	843-6071
State Building Office:	502-573-0364
Bowling Green/Warren County Emergency Management:	781-8776
Bowling Green Chamber of Commerce:	781-3200
BRADD: (Barren River Area Development District)	781-2381
Department for Community Based Services:	746-7447
Downtown Redevelopment Authority:	782-0222
Family Enrichment Center:	781-6714
Habitat for Humanity:	843-6027
Hispanic Resource Center:	846-2222
Historic Preservation:	842-1953
H.O.T.E.L. Inc:	782-1263
Operation PRIDE:	745-0090
American Red Cross:	781-7377
Salvation Army:	843-3485

City Hall Annex
1017 College St.

www.bgky.org



City of Bowling Green

Code Enforcement Division



Striving to make our community the safest
and the best place for raising families.

www.bgky.org



If your grass is so high you can hide in it...



you must mow it.

MOWING IS NOT AN OPTION!

Your property must be maintained at all times, which includes keeping your grass under 10 inches.

<u>Cases Reviewed</u>	<u>2008</u>
Target Area	39%
Roaming Inspections	19%
Citizen Request	19%
Mobile Home Park	Less than 1%
Other	23%

What is Code Enforcement?

- **Citizen Requests:** If you see something that might be a Code violation, call the Citizens Information & Assistance Department. They will take your request and assign it to the correct department.
- **Target Area:** Neighborhood improvement projects with free services provided that will enhance the quality of the neighborhood. If you fall into our Target Area you will receive a letter explaining different services we will provide for property owners.
- **Section 8:** HUD Assisted Rental Housing. Inspection for minimum Housing Quality Standards.
- **Mobile Home Park Inspections:** These inspections are to provide safety for the occupants of the park by monitoring the every six months.
- **Roaming Inspections:** These are pro-active inspections performed by the code official on a daily basis to reduce citizen requests.
- **Inoperable/Abandoned Vehicles:** These violations may result in towing vehicles to the city's impound lot. An inoperable vehicle is expired registration, tires are flat or completely off the vehicle, or any other condition that would keep vehicle from operating safely.

- **Planning & Zoning:** These inspections include removal of illegal/un-permitted signs and regulating single and multi family occupancies.
- **Summer Strolls:** The Neighborhood Action Program enables City Commissioners & Mayor, Fire Dept., Public Works, Police, & Code Enforcement to interact with the occupants of the neighborhoods. City officials can see first hand, conditions that may need attention.
- **Code Enforcement Board:** This Regulatory Board is made up of five citizens appointed by the Mayor. This group meets once a month to approve fees and/or citations that Code Enforcement has issued. If a citizen feels they have received a citation incorrectly, they can appeal the citation to this board. The inspector then explains their findings and evidence; the property owner explains his/her appeal and then the board decides whether to uphold or waive the citation/fine.

Our Code Officials are governed by the City of Bowling Green's Code of Ordinances, Chapter 27, Property Code and the articles of the International Property Maintenance Code; through these codes public health, safety and citizens welfare can be obtained.