



The zoning ordinance describes which uses are permitted in each of the zoning districts and how these uses may be conducted. The Zoning Administrator and other staff help ensure that regulations set forth in the zoning ordinance are enforced consistently and equitably. Members of the public regularly submit complaints regarding zoning violations, inoperable vehicles, trash/junk, and other nuisances. Complainant information is kept confidential, but all complaints received are investigated. Staff relies on reports from members of the public to locate potential violations.

<b>Step #1: Initial Complaint</b>
<p>Complaint is received from a member of the public via phone, mail, or email.</p> <p>When the complaint is received, the complainant is advised that:</p> <ul style="list-style-type: none"> <li>• An inspection will be performed within the next five (5) business days.</li> <li>• A follow-up complaint must be received within the next 15—20 business days to ensure a follow-up inspection is performed.</li> </ul>
<p>Staff records the complaint within the Code Enforcement Log to allow internal tracking.</p> <p>An electronic folder is created for the subject property, and an Inspection Log is filled out with information about the complaint. The Inspection Log is updated throughout the enforcement process.</p>
<b>Step #2: First Inspection/Courtesy Notice</b>
<p>An initial inspection of the property is performed.</p> <p>Staff views the property from adjacent street(s) and takes photos. Staff may not enter the property or adjacent properties without express permission.</p>
<p>If the property is found to be in violation of the Code of Powhatan County, a Courtesy Notice will be issued.</p> <p>This notice identifies applicable sections of the County Code and allows the property owner 15 days to bring the property into compliance before a re-inspection occurs.</p>
<p>After fifteen (15) days pass, a second complaint will have to be received in order for a re-inspection to take place.</p>
<b>Step #3: Second Inspection/Notice of Violation</b>
<p>If additional complaints are received, a second inspection is performed.</p>
<p>If the property is found to be in violation of the Code of Powhatan County, a Notice of Violation will be issued.</p> <p>The Notice of Violation (NOV) allows the property owner a reasonable amount of time (typically 30 days) to bring the property into compliance. This notice also identifies the location of the violation; actions that are necessary to bring the property into compliance; and a time period to complete the required tasks.</p> <p>The recipient of the NOV may appeal the NOV to the Board of Zoning Appeals (BZA) within 30 days of receipt.</p> <p>(Note: In some cases, a second Courtesy Notice will be issued, depending on the length of time between complaints or the nature of the violation.)</p>
<b>Step #4: Third Inspection/Legal Action</b>
<p>A third inspection is performed to determine if the property has been brought into compliance.</p>
<p>If compliance has not been reached, legal action may be necessary to correct the violation.</p> <p>Appropriate actions will be made after consultation with the County Attorney and review of the County Code.</p>