

## Your property has been cited with a Code Violation ... *now what?*

Here is how the City of Fort Wayne Neighborhood Code violation system works for Notice of Violation cases (not meeting minimum housing or commercial building standards):

1. The property is re-inspected at the expiration of the time period stated in the notice. If the violation is corrected, the case is closed.
2. If the violation cannot be corrected within the allotted time, the property owner may complete a work plan outlining the time frame for when and how the property will be brought into compliance. A work plan may be submitted at Neighborhood Code Offices, 200 E. Berry Street, Suite 320.
3. If the violation has not been corrected, and no work plan has been submitted, an Order to Repair will be issued and a hearing date scheduled. During the hearing, more time may be allowed for repairs, or civil penalties (fines) may be assessed by the hearing officer.
4. Once the violation is corrected, the case is closed.



**COMMUNITY DEVELOPMENT**  
*Neighborhood Code*

**Our mission** is to provide proper enforcement of minimum housing and commercial standards with a commitment to integrity and excellence in customer service. We believe this enhances the health, safety, property values and quality of life for the citizens of Fort Wayne.

**Our goals** are to 1) keep neighborhoods safe and attractive; 2) help homeowners maintain property values and 3) create a positive environment for investment by ensuring commercial properties are safe and attractive.



### COMMUNITY DEVELOPMENT

#### *Neighborhood Code*

City of Fort Wayne  
200 East Berry Street, Suite 320  
Fort Wayne, IN 46802  
Phone: 260.427.1324 or 311  
Fax: 260.427.1409

[fwcommunitydevelopment.org/code-enforcement](http://fwcommunitydevelopment.org/code-enforcement)

Neighborhood Code encourages you to communicate with staff about the best way to resolve your violation. If you have any questions, please contact the Neighborhood Code Officer below:

\_\_\_\_\_  
Neighborhood Code Officer

\_\_\_\_\_  
Phone



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112013, 2000

## Working together, we can Improve the Health, Safety, and Value of Your Community

### An overview of Neighborhood Code



**COMMUNITY DEVELOPMENT**

*Neighborhood Code*

*Thomas C. Henry, Mayor*



**Neighborhood Code Enforcement** is solutions-focused with the intent to enhance the health and safety of Fort Wayne's neighborhoods while improving property values and the quality of life for all citizens.

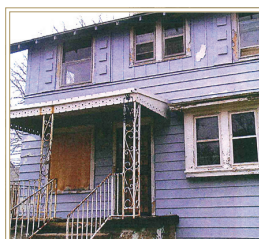
Let's cover a few basics:

## HOUSING REGISTRATION

Owners should complete a housing registration form for any property that is not their primary residence or is not owner-occupied. The form is available online at [fwcommunitydevelopment.org/code-enforcement](http://fwcommunitydevelopment.org/code-enforcement) or by visiting Neighborhood Code offices at 200 E. Berry Street, Suite 320 in Citizens Square, downtown Fort Wayne.

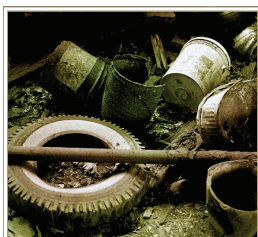
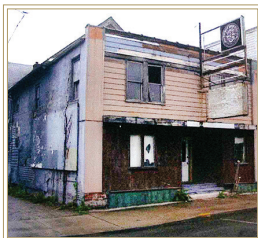
## COMMON CODE VIOLATIONS

Following are the most frequently addressed code violations that can lead to unhealthy, unsafe neighborhoods. ***Our goal is to help property owners understand the proper improvements that need to be made and how doing so will improve the value of their property and the overall health and attractiveness of the neighborhood and the city.***



### MINIMUM STANDARDS (COMMERCIAL and HOUSING)

All residential and commercial properties (either occupied or vacant) in the City of Fort Wayne must meet minimum standards for safety and cleanliness or the owner will receive a Notice of Violation. Things like roofing, foundation, gutters, paint, windows, decks, stairways, and more must be structurally sound and/or free of defects. A complete listing of minimum standards as defined by City Code chapters 150 and 152 is available online at [cityoffortwayne.org/amlegal-city-code](http://cityoffortwayne.org/amlegal-city-code).



### UNSAFE BUILDINGS

Buildings that are unsafe, unsanitary or unfit for human occupancy are considered "unsafe" structures and may be subject to condemnation or demolition (an Order to Demolish or Condemnation Notice). This includes a property with no utility services, one that is blighted, or one that is so deteriorated it is at risk of collapse or is a hazard to the community.

### VACANT BUILDINGS

Any structure that has doors or windows that are unsecured is subject to an Order to Seal, and the owner must secure the property. If the owner does not secure the property, Neighborhood Code's contractor will do it and the owner will be billed for the cost.

### TRASH and DEBRIS

Properties with large amounts of trash and other prohibited material will be subject to an Order to Abate. The owner must remove the trash, debris or prohibited material within a specified time frame or it will be removed by Neighborhood Code's contractor and the owner will be billed for the cost.

### OVERSIZED VEHICLES / PARKING ON GRASS

Vehicles, including boats and trailers, may not be parked on the grass. Oversized vehicles more than 20 feet long and 7-feet, 6-inches wide are not allowed in residential areas. Property owners must move the vehicle or pay a fine.



### ABANDONED VEHICLES

Abandoned or inoperable vehicles are not allowed on private property. Owners must show that the vehicle is operable. Vehicles are considered operable if they can be started and moved backward and forward without other assistance. All tires must be inflated. A vehicle failing these tests is subject to towing at the owner's expense.

### GRASS and WEEDS

Private properties, including vacant lots, should have grass and weeds below a height of nine (9) inches. If the vegetation is taller than nine inches, the owner is given five (5) days to mow. If the issue is still not

corrected, Neighborhood Code's contractor will mow the grass, and the owner will be billed for the cost.

### OTHER CONCERNS

You may have questions about other issues not handled by Neighborhood Code Enforcement, such as:

- Abandoned vehicles on public property
- Signs
- Streetlights
- Potholes
- Recycling
- Trash collection
- Leaf pickup
- Drainage concerns
- Homeowner assistance programs
- and more.

Call 311 for answers to all your City of Fort Wayne questions!

## AS A CARING CITIZEN, YOU CAN HELP!

Residents can help keep Fort Wayne beautiful and maintain or improve property values by doing a few simple things:

- Keep lawns neat and tidy
- Park all vehicles in the driveway
- Ensure that no inoperable vehicles are on the property

- Have properly working utility services
- Maintain working smoke detectors and secure locks
- Get to know your neighbors; help each other correct problems
- Report code violations by calling 311.