

Someone (Public, Building Inspector, City Staff, PD Officer) notices issue with a property in Berlin.

Planning & Development Director is notified of issue.

P&DD checks City Records for History of Property Address.

P&DD checks with Police Department for history of Property address and Owner.

History in PD or City Records is found.

\*P&DD determines severity of history with property address or owner.  
  
NOTE: Determination is subject to discretion of PDD and severity of property nuisance issue.

No History in PD or City Records found.

P&DD issues warning letter with required compliance time frame. Documents with date and photo evidence.

Property still not in compliance.

P&DD issues 2nd warning letter with required compliance time frame. Documents with date and photo evidence.

Property still not in compliance.

P&DD refers property to PD Dept for daily fine and other citations.

Property now in compliance.

## CITY OF BERLIN PROPERTY NUISANCE FLOWCHART

For additional information , please contact:

**Timothy Ludolph**

Planning & Development Director

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Standard Compliance Windows Per Ordinance:  
Vehicle – 10 Days  
Public Nuisance – 14 Days  
Firewood – 30 Days [hard limit]  
Building and Zoning – 30 days

Property now in compliance.

Property now in compliance.

Property still not in compliance.

Action sought from Common Council for Clean-up or Raze/Repair Order

