



**Jerome Township**  
 Union County, Ohio  
 9777 Industrial Parkway  
 Plain City, Ohio 43064  
 Office (614) 873-4480  
 Fax (614) 873-8664

**Township Resident Complaint**

Notification Form

**Zoning Department**

**Report of Property in Potential Violation:**

Property Address: \_\_\_\_\_

Location (If no Address Available): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owners Phone: \_\_\_\_\_

Nature of Violation: (Please be specific, use additional pages if necessary, and attached photos or diagrams if available)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Person(s) Reporting Potential Violation:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you wish to be contacted regarding future actions on this report:  Yes  No

**Zoning Office Use Only:**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Initial Inspection Date: \_\_\_\_\_ Violation Determined:  Yes  No

Nature of Violation: \_\_\_\_\_

Date of Initial Contact: \_\_\_\_\_ Date of 2<sup>nd</sup> Inspection: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Date of 2<sup>nd</sup> Notification: \_\_\_\_\_ Date of 3<sup>rd</sup> Inspection: \_\_\_\_\_

Extensions Granted (Include Reason): \_\_\_\_\_

Action Taken: \_\_\_\_\_

Date of 3<sup>rd</sup> Notification: \_\_\_\_\_ Date of 4<sup>th</sup> Inspection: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Date Referred to Prosecutor: \_\_\_\_\_

Complaints or violations will be provided to the Zoning Inspector in writing to the office by mail or electronically to [www.jerometownship@aol.com](mailto:www.jerometownship@aol.com).

**The process for the resolution of all complaints, and potential zoning violations, shall be as follows:**

- 1. A complaint form is completed or received at the Zoning Office; an anonymous tip is received by phone; or a violation is observed by the zoning inspector.**
  - All complaints (observed or reported) shall have: Name, address, & phone number of person(s) making the complaint, the property address subject to the complaint, and a description of the complaint.
  - All persons filing a complaint with the Jerome Township Zoning Office should hereby be made aware that most all township documents are subject to public records rules, and shall be furnished to the property owner if requested in writing in accordance with all applicable public records laws.
  - Anonymous complaints will not be prioritized, and will be investigated by the Zoning Inspector as time allows.
  
- 2. Within a reasonable time frame after receiving such a complaint, the Zoning Inspector shall complete a physical inspection of the property to determine if the subject property is in violation of the Jerome Township Zoning Resolution.**
  - Based on the physical inspection, a brief report summary and photos will be attached to the complaint form.
  
- 3. If no zoning violation is determined, the complainant will be notified by the Zoning Inspector, either in writing or by phone, informing them of the findings.**
  
- 4. If a violation of the Jerome Township Zoning Resolution is found by the Zoning Inspector, a phone call will be made (and documented internally) to the owner of the property in violation. If the Zoning Inspector is unable to reach the property owner by phone, the Zoning Inspector shall notify the property owner of the violation by letter. Based upon the circumstances of the violation, the Zoning Inspector shall notify the property owner of the deadline by which the violation shall be corrected.**
  
- 5. Written Notification, when used, will be as follows throughout the process:**
  - By certified mail, and first class simultaneously, addressed to the person or persons responsible at a last known address. Notification shall be deemed complete when a certified mail receipt is received or first class mail is not returned after 10 days of mailing.
  
- 6. Upon expiration of the deadline established by the Zoning Inspector for correcting the violation, the Zoning Inspector shall, as soon as possible, complete a physical inspection of the property to determine if the violation still exists, unless notified by the Property Owner that the property has been brought into compliance.**
  - If the Zoning Inspector determines that the property is still in violation, the Zoning Inspector shall include in the official report additional photographs and a summary of the property conditions still in violation.
  - If the violation is found to have been corrected the case shall be closed and a follow-up letter shall be sent to the property owner and to the complainant if available.

- 7. If the violation is not corrected, the property owner will receive a second notification immediately. This will be a written notification that:**
  - a. Identifies the violation;
  - b. Includes the reason or reasons why it is being issued and reference the section of this zoning resolution being violated;
  - c. State the timeline of 10 business days requiring the property owner to correct the violation;
  - d. The Zoning Inspector can outline procedures for an extension if extenuating circumstances exist. Extensions must be documented and have specific inspection dates that will be documented in writing and with photos showing progress. No property owner will be given more than a total of 60 days extension from the time the notification had been received;
  - e. Explain the fines and litigation.
  
- 8. Physical Inspection by the Zoning Inspector is made as soon as possible after the 10th business day (or on the dates outlined in the extension plan.) Additional photographs and a summary of the situation will be required.**
  - If the violation is found to have been corrected the case shall be closed and a follow-up letter shall be sent to the property owner and to the complainant if available.
  
- 9. If the violation is not corrected, the Final Letter of written notification will contain information about fines and litigation with only 5 business days to comply:**
  - Any person, firm or corporation violating any regulation, provision, amendment or supplement to this resolution, or failing to obey any lawful order of the zoning inspector issued pursuant thereto, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or the maximum amount allowed by the Ohio Revised Code. Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use continues may be deemed a separate offense.
  
- 10. If the violation is found to have been corrected the case shall be closed and a follow-up letter shall be sent to the property owner and to the complainant if available. If the property owner does not comply, the case is turned over to the Union County Prosecutor.**