

The Ordinance's administrative process provides considerable opportunity for a property owner to resolve any problem voluntarily, before the issuance of a civil fine may become necessary.

Filing an Appeal

Should a property owner, or interested party, believe they are not in violation or responsible, an appeal of a Notice and Order may be filed with the Hearing Administrator.

Appeals must be received in writing within ten days of the date of the notice and are heard on a monthly basis. A written notification of the Hearing Administrator's decision is subsequently provided to the appellant.

Questions or Complaint Filings?

If you have a question or wish to file a complaint with regard to the Property Maintenance Program, please call Code Enforcement at (805) 583-6753, or complete the complaint form and fax it to (805) 583-6301, or mail your complaint to:

**Department of Community Services
Compliance Division
3855-A Alamo Street
Simi Valley, CA 93063**



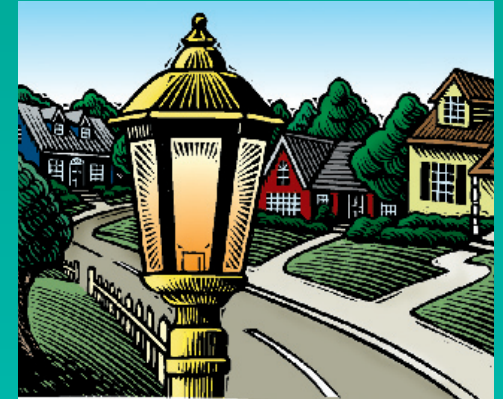
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CITY OF SIMI VALLEY

City of Simi Valley
Department of Community Services
3855-A Alamo Street
Simi Valley, CA 93063

The Property



Maintenance Program



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Department of
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The Property Maintenance Program

What is the purpose of the Property Maintenance Program?

The Property Maintenance Ordinance was enacted in July, 1998, to promote the maintenance of real property and to improve the livability, appearance, and the social and economic conditions of the community. It establishes minimum, enforceable, maintenance standards for single family residential, multi-family residential, vacant improved, commercial, and industrial properties.

The Property Maintenance Program (PMP) ensures that real properties do not reach a state of deterioration or disrepair so as to cause the depreciation of the value of surrounding property, while balancing the rights of owners and occupants of these properties.

Minimum standards are established in the ordinance and are determined by field inspections of any property in question as a result of receiving a complaint or routine proactive inspections. The property conditions are compared to those of the surrounding neighborhood or businesses in order to determine if they are "egregious" or substantially in violation.

What are examples of our City's Property Maintenance standards?

To maintain the highest value for their home in our community, residential property owners are encouraged to routinely provide for the following:

- Maintain the landscaping, including irrigation.



- Remove overgrown or dead vegetation, including weeds and grass.
- Trim trees and shrubs, and mow the lawn regularly.
- Store trash receptacles out of public view or behind a side yard fence, gate or wall.
- Keep driveways and walkways in good repair and safe condition.
- Remove accumulation of trash, litter, debris, and solid waste from the property.
- Relocate open storage of materials (except children's toys or furniture specifically designed for outdoor use) to an area behind a side yard fence, gate or wall. Materials stored in the side or rear yards shall not be higher than the surrounding property line fence, or side yard fence, gate or wall.
- Keep property improvements in good repair and safe condition, including the application of paint and/or preservative to buildings, garages, carports, porches, gates, fences, walls, doors, windows, roofs, gutters, basins, and drainage facilities.
- Keep swimming pool and spa in good condition, treating regularly with proper chemicals.
- Eradicate any infestation of termites, insects, vermin, or rodents.

Commercial, industrial, and multi-residential property owners must adhere to the same standards as required for residential properties and also keep any sign in good repair.

Vacant properties need to be maintained to the same standards as occupied properties, including the removal of weeds and overgrown or dead vegetation, the expeditious repair, reconstruction, or demolition of buildings and structures partially damaged or destroyed, and windows may not be boarded up for more than 90 consecutive days.

How is the Ordinance administered?



Complaints may be filed with the Code Enforcement Section in person, by mail, by fax, or telephone. It is necessary to provide the address or location of the complaint and a description of the problem. A reporting party must also provide their name, address, and telephone number, which is kept confidential.

In addition to receiving complaints, the Code Enforcement Section conducts Citywide routine proactive inspections of business areas and residential neighborhoods.

After City staff determines by field inspection that a property is in violation of the Ordinance, a letter is sent to the property owner, requesting voluntary compliance in abating the violations. The violations will be described on a Property Maintenance Inspection Form included with the letter.

Should a property owner be nonresponsive to the City's letter, and the problems go unresolved, a Notice and Order will be issued, directing that the owner achieve compliance within a certain time frame.

Failure to resolve the problem after the Notice and Order is issued, may result in the assessment of a civil fine. Civil fines may be assessed on a daily basis and range from \$100 for the first offense, \$200 for the second offense, and \$500 for the third and succeeding offenses. Unpaid fines and continued violations may result in further action, including legal remedies, referral to a collection agency, and the placement of a lien/special assessment on the County's Property Tax Rolls.