

OFFICIAL NOTICE OF ZONING VIOLATION

Date: [Date]

To: [Property Owner Name]

Mailing Address: [Owner Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Violation at [Property Address / Parcel Number]

Dear [Property Owner Name],

An inspection of the property located at [Property Address] was conducted on [Inspection Date]. Based on this assessment, it has been determined that the property is in violation of the [City/County] Zoning Code as follows:

Code Section Violated: [Section Number, e.g., Section 12.3.4]

Description of Violation: [Detailed description of the issue, e.g., unauthorized structure, improper land use, or prohibited signage.]

Required Corrective Action:

To bring the property into compliance, you must perform the following actions:

- [Required Action 1]
- [Required Action 2]

Deadline for Compliance: [Date]

Failure to correct the violation by the date specified above may result in further enforcement action, including but not limited to, daily administrative fines, the issuance of a formal citation, or legal proceedings.

If you believe this assessment is in error or if you require additional time to rectify the situation, you may request a hearing or an extension by contacting the Zoning Department at [Phone Number] or [Email Address] no later than [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Name of Zoning Officer]

[Title]

[Department Name]