

FORM 1

Date
File CE2019-1234

REGISTERED MAIL

Name
Address
Any Town, BC V2G ***

Dear Sir/Madam,

Reference: Property Condition at (insert address)

Please see this correspondence as a letter regarding the condition of above noted property.

Unsightly Premises Bylaw No. 4628, 2011 states:

3. UNTIDY AND UNSIGHTLY PREMISES:

- (a) It shall be unlawful for any person(s) being the owner(s) or occupier(s) of real property to allow such property to become or to remain untidy or unsightly.
- (b) Owners or occupiers of real property, or their agents, shall remove therefrom any accumulation of filth, discarded materials or rubbish or unsightly materials of any kind.
- (c) Owners or occupiers of real property, who are legally entitled in the course of the day-to-day operations of their businesses to accumulate dilapidated and unroadworthy vehicles, or parts thereof, other machinery or scrap materials, and where the property is appropriately zoned, shall conceal such accumulations behind a fence as defined in this bylaw.

An inspection of your property was made on **insert date**, which at that time the investigating Officer, noted that your property was in violation of the Untidy & Unsightly Premises Bylaw. The Investigating Officer noted that the property was full of **(insert description)**. We are requesting that you **(pick one and delete others) cut down and remove the overgrown weeds and grass, remove the derelict vehicles and garbage and debris** on your property.

An inspection will take place on **Insert Date** to ensure that compliance has been met, and the property is up to standards and in compliance with the Cariboo Regional District regulations and bylaw.

Follow up inspections of this property will be conducted every 2 week period to ensure compliance is being held with the Unsightly Premises Bylaw No. 4628, 2011.

We trust that we can count on your cooperation and additional action by Bylaw Enforcement will not be necessary. Failure to comply with this request could result in a minimum \$100.00 fine, for everyday your property is in violation.

Should you require further information about the Untidy & Unsightly Premises Bylaw, or would like to speak with the investigating Officer, please call the Bylaw Enforcement Department at 250 392-3351. Thank you for your cooperation in this matter.

Respectfully Submitted,

First Initial Last Name
Bylaw Enforcement Officer

Cc: Attachments (if applicable)