

FORM 2

Date
File CE2019-1234

REGISTERED MAIL/Or HAND DELIVERED

Name
Address
Any Town, BC V2G ***

Dear Sir/Madam,

Reference: Property Condition at (insert address)

Please see this correspondence as a final 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 made several requests with **you/or occupant** to have the property brought into compliance. 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.

Section 5 of the Untidy & Unsightly Premises bylaw states:

5. NOTICES

The Bylaw Enforcement Officer(s) may give written notice to the owner(s) or occupier(s) of real property or their agent by registered mail or by personal service requiring such person(s) to remove any accumulation of discarded material or rubbish of any kind within a period of thirty (30) days from receipt of the notice.

This letter is formal notice under Section 5, that a period of thirty (30) days, from receipt of this notice, is provided for you to contact the Cariboo Regional District to determine a time line for you to rectify this bylaw infraction.

A follow-up inspection will take place on **insert date** to confirm that the cleanup has been completed. If the above noted property has not been cleaned up by the **final compliance date** provided, the Cariboo Regional District, may issue a Bylaw Enforcement Notice and fine of \$200.00 for every day the property remains in contravention of the bylaw, or the Cariboo Regional District may proceed with remedial action. The Cariboo Regional District by its employees and others enter and effect the removal or clearance of all debris and waste from the property at the expense of the owner or occupier defaulting, and the charges for doing so, if unpaid by December 31st in any year, shall be added to and form part of the taxes payable on the real property as taxes in arrear.

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)