

TOWN OF BETHLEHEM
Code Violation Complaint Form

The office of the town's Code Officer handles a wide variety of local municipal code compliance topics. Some specific types of compliance issues will be forwarded to other departments for their particular expertise, but coordination of the complaint and resolution will be through the Code Officer.

Description of Complaint:

Location of Potential Violation:

Name and Address of Violator:

Your Information:

Name: _____ Email: _____

Address: _____

Phone Number: _____

Signature

Date

Return Completed Forms To: Town of Bethlehem Code Officer
PO Box 189
Bethlehem, NH 03574

For Office Use:

Date Submitted: _____ **Date Investigated:** _____

Findings:

TOWN OF BETHLEHEM

Code Compliance Request Process

1. Receive complaint
2. Investigate to determine if a violation exists
3. If the complaint does not constitute a Code violation, the person filing the complaint will be notified and informed of the reason the situation does not constitute a violation.
4. If a violation does exist, the property owner of violator will be contacted and informed of the violation, what actions are needed to remedy the situation, and give a specific compliance deadline date.
5. On the compliance deadline date, the Code Officer will verify that compliance has been attained. If this is found to be the case, the file will be closed.
6. If, upon re-inspection, the violation still exists, the property owner or violator will be contacted and again requested to comply. The second notice will include a date in which a citation may be issued if the problem has not been resolved.
7. After the citation deadline is reached, a site visit is made to determine if the matter has been corrected. Per the 2011 Bethlehem Zoning Ordinance, if the violation still exists, the Selectmen shall take immediate steps to enforce the provisions of the regulations by seeking an injunction in the Superior Court or by any other legal action.

Different types of complaints and violations have somewhat different timeframes for compliance based on a number of factors, including public safety and ease of corrective activities required. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure that the livability of our community is maintained through communication, education and mutual respect.

The Town of Bethlehem Zoning Ordinances is available for reference on the Town's website, www.bethlehenh.org. It is encouraged that citizens refer to the Zoning Ordinances to provide a basis for a complaint, and if possible, communicate directly with the responsible party to the complaint in effort to resolving the matter privately.

For questions regarding Code Compliance in Bethlehem, please contact Dave Wiley at 603-616-5716 or codeofficer@bethlehemnh.org