

In order to ensure the health and safety of its citizens and to protect or maintain property values, the Village of Hanover, in the State of Illinois has an ordinance that is intended to enforce the 2012 International Property Maintenance Code.

As a resident or property owner of Hanover, you have the right to ensure others within our community maintain the minimum standards of cleanliness and repair of their homes. When a property begins to adversely affect your quality of life or the value of your property, you can, and should address the issue. We strongly urge you to report any violations by either calling 815-591-3800 or filling out a complaint form at [www.Hanover-il.com](http://www.Hanover-il.com).

### **Code Compliance Case Enforcement**

- **Housing Complaint:** Deterioration of residential properties
- **Nuisance Complaint:** Trash, long grass and weeds, unsecured vacant buildings, inoperable vehicles, hazardous dead trees, appliances being stored outside, and many more miscellaneous issues
- **Building Complaint:** Deterioration of commercial buildings
- **Demolition:** Severe fire or natural disaster damage and extreme deterioration of buildings

### **Enforcement Steps**

1. Complaint Received
2. Notice of Complaint sent to owner within 5 days, asking owner to correct conditions within 14 days
3. Inspection by Village after 14 day Notice of Complaint time period
4. Notice of Violation sent to owner giving up to 30 days to make repairs. Owner may appeal this notice. Administrative extension may be granted for up to six months.
5. Re-inspection by Village
6. Legal Action which may include Attorney Warning Letter, Misdemeanor Complaint, and/or Civil Infraction ticket
7. Arraignment, Plea (Guilty or Not Guilty)
8. Pre-hearing conference
9. Hearing
10. Fine, costs, probation
11. Compliance
12. Case Closed

**INTERNATIONAL PROPERTY MAINTENANCE CODE**  
**VIOLATION SHEET**

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Violation/Violations (**Codes and Description**): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Photographs taken (**YES/NO**)

Date, time, and, who verbally notified of violation/violations

\_\_\_\_\_

Date of written notification of violation if needed

\_\_\_\_\_

Date of issuance of citation/citations, code violation/violations  
cited, citation/citations numbers, and name of the cited

\_\_\_\_\_  
\_\_\_\_\_

**You have 14 days from the issuance of this notice to remedy the aforementioned violations. Unless: you have approval for an extension of the time frame. If the violations are not remedied, you will be issued a citation, and the village will clean up your property and haul it away at your expense.**

Extension reason and projected date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_