

## Condemnation Timeline Summary

### **Hypothetical Case beginning on January 1st**

1. January 1 - Complaint received by the Building Division. Property inspected by Building Division, photos taken and inspection report completed within 7 days. Ownership and Encumbrance report ordered from title company.
2. January 8 - 1<sup>st</sup> Notice prepared by Building Division and sent to Property Owner(s), mortgage holders and any other entity having an interest in the property according to title report. Notice includes inspection report, order to vacate, order to repair or remove unsafe structure within 60 days and appeals process information. Notice sent certified mail all parties. Property posted by Building Division staff.  
Note: If Building Division's determination appealed, add 60 days to timeline here. If no appeal filed or if appeal filed and fails, next step is #3.
3. March 8 - Building Official Certification of unsafe structure prepared by Building Division staff, sent to County Attorney's Office for approval, and recorded in the public record 60 days after 1<sup>st</sup> notice.
4. April – May – Building Division Staff schedules demolition of unsafe structures for consideration by Board and approval of Resolution for demolition and recovery of County Demolition costs. 2<sup>nd</sup> Notice sent to Property Owners indicating property is on BCC agenda for consideration for demolition. Notice sent certified mail and property is posted.
5. May – If BCC approves demolition, property information sent to Purchasing Department for preparation of a Demolition Bid package. Bid package advertised for 30 days and lowest, most responsible, responsive bidder recommended for approval by BCC within 15 days of bid opening. 15 days given to contractor to obtain insurance, bond and upon confirmation of bond and insurance, Contractor is issued Notice to Proceed. The process of approval of the demolition resolution to the Contractor pulling a Demolition Permit takes approximately 2 months.
6. June - July – After Demolition Contractor obtains Demolition Permit, structure removed within 30 days. Demolition final inspection performed by Building Division, Permit closed.
7. August – September - County Attorney's Office schedules approval of lien amount before BCC. Notifies Property Owner of meeting and that Lien will be recorded for County Demolition costs. Lien may be paid off (satisfied) at any time.