

Nuisance Activity is Reported

- EnerGov, the City's Land Management System, will allow all City Departments to compile Nuisance Activity into one data base. The Nuisance Property Abatement Coordinator (NPAC) will receive an electronic report each day indicating if Nuisance Activity occurred at a property.
- Police Officers will report Nuisance Activity to the NPAC using the Computer-Aided Dispatch System.

Is the Reported Nuisance Activity Founded Nuisance Activity?

- Founded Nuisance Activity means an incident or incidents of Nuisance Activity which the City finds probable cause to have occurred. Incidents determined to be associated with Domestic Violence, as defined by Iowa Code Chapter 562A, will not be considered when designating a property a Nuisance Property.
- Corrective Action means any action taken with respect to a Nuisance Property for purpose of Abating Nuisance Activity.

No

No Further Action

Yes

NPAC Verifies Address

The NPAC will verify each request to ensure the address of the occurrence is correct.

CHAPTER 22A NUISANCE PROPERTIES

Property Owner sent
Call for Service Letter
via US Mail
(see example on page 2)

No

Does this report of Founded Nuisance Activity make the property meet the threshold of Nuisance Activity?

Yes

No

Has the Property In Question Already Been Declared A Nuisance?

Yes

If the Property is already designated a Nuisance Property, the Property Owner will receive an invoice from the City of Cedar Rapids Finance Department for the Founded Call for Service.

- Property Owners who own a property that has met the threshold for Nuisance Activity as defined by Chapter 22A.03 will receive a Notice of Violation from the NPAC which will indicate that their property is Nuisance Property (see example on page 3).
- The Notice of Violation will be received by Certified Mail, in person to the Owner or someone who resides at the same address as the Owner and is above the age of 18, or posted in a conspicuous place on the Property in question.
- The Property Owner has 15 days after receiving the Notice of Violation to abate the Nuisance. During those 15 days, they will not receive any fees for City services or calls for service. They can also submit a Nuisance Property Abatement Plan.

Nuisance Property Abatement Plan

- A Nuisance Property Abatement Plan is a written plan which is developed by a Property Owner, whether or not it is developed in consultation with the Nuisance Property Abatement Coordinator, pursuant to which the Property Owner undertakes Corrective Action at a Nuisance Property.
- The submission of the Nuisance Property Abatement Plan may be the basis in for the NPAC to postpone by 15 days the imposition of charges otherwise due for Founded Calls for Service at a Nuisance Property.
- The NPAC will monitor the property for further Nuisance Activity for the next 12 months
- After 12 months have passed, if there has been no Nuisance Activity on the property, the property will no longer be designated a Nuisance Property.

Appeal Process

- Any aggrieved party may submit a request for a hearing which will be in writing delivered to the NPAC. If the request is received with in the time stated in the notice of the action or decision in question, the hearing will be held pursuant to Chapter 22A.11.
- Any request for a hearing received after the time stated on the notice of action or decision in question the requesting party will not be entitled to a hearing.
- The NPAC will set a hearing to be held within 30 days of the request for the hearing. The NPAC will give the requesting party 10 days' notice of the hearing which will include the time, date and location.
- At the hearing the requesting party and the NPAC will be given the opportunity to present evidence and arguments.
- Within 30 days after the conclusion of the administrative hearing, the hearing officer will submit their written findings.



Date of Notice: 5/20/2015

[NAME
ADDRESS
CITY STATE ZIP]

Call for Service Letter

Dear [NAME],

As part of the SAFE-CR program, we are providing you with notice that on **[DATE]**, there was a Call for Service at **[ADDRESS OF NUISANCE ACTIVITY]**. Our records reflect that you are the Property Owner for that address. This letter is providing you with information about that Call for Service on your property. This letter does not state the property is in violation of Cedar Rapids Municipal Code Chapter 22A at this time; it is only informing you the police were at your property and this Call for Service may lead to a Nuisance Property designation pursuant to Cedar Rapids Municipal Code Chapter 22A if additional issues arise on your property or within 1,000 feet of your property line in the future.

According to the information in CRCO-1234-567, the responding City official found sufficient evidence that **[NUISANCE ACTIVITY TYPE]** occurred on your property or within 1,000 feet of your property line to deem that activity Founded Nuisance Activity. You may wish to refer to **[APPLICABLE CODE HERE]**

If you would like to locate additional information about this Call for Service, please visit http://apps.cedar-rapids.org/police/logs/calls_lookup.asp. You may search by the address shown above.

You may also request a copy of the Call for Service from the Cedar Rapids Police Department Records Division at 505 1st St. SW, Monday - Friday between 8:00 am and 4:00 pm. You should use reference number **P012345678**.

Again, please note this letter is a notification of a Call for Service which does not mean you, as the Property Owner, are in violation of Chapter 22A at this time. However, this Call for Service may lead to a Nuisance Property designation pursuant to Chapter 22A if additional issues arise on your property or within 1,000 feet of your property line in the future.

If you need additional information please call 319-286-5720 or go to our website www.cedar-rapids.org/safecr.

Thank you,
SAFE-CR Program
505 1st Street SW



Notice of Violation

[Property Owner]

[Property Owner's Address]

Reference Number: NP-001234-56789

This notice is given pursuant to Cedar Rapids Municipal Code sections 22A.06 and 22A.07.

You have been identified as the Property Owner of premises located at [Address of Property in violation]. This property has been deemed a Nuisance Property within the meaning of Cedar Rapids Municipal Code section 22A.03 due to the following Founded Nuisance Activity(ies) which have occurred on or within 1000 feet of the property within a period of 12 consecutive months:

CRCO-2015-019406 9/22/2015 22A.03.a.1

Cedar Rapids Municipal Code section 22A.04 prohibits the creation or maintenance of a Nuisance Property. That section also prohibits interference with or delay or hindrance of enforcement activity and retaliation against a tenant who complains about or otherwise notifies the City of an alleged violation of Chapter 22A.

Beginning on the 16th day following service of this Notice of Violation upon you, you will be charged for all Founded Calls for Service to the Property after that date; provided, however, that if you submit a Nuisance Property Abatement Plan, as described in section 22A.02, the undersigned Nuisance Property Abatement Coordinator *may* postpone by an additional 15 days the date after which Founded Calls for Service to the Property will be charged to you. In this regard, you may wish to refer to sections 22A.06(d), 22A.07(c), and 22A.08 of the Cedar Rapids Municipal Code.

As the Property Owner, you may seek administrative appeal and/or judicial review within 10 days of receiving the Notice of Violation of the NPAC's determinations that the Property is a Nuisance Property. Please refer to section 22A.11 and call 319-286-5720 for further information on the appeal process and official forms to request a hearing.

You may request a copy of the Call for Service from the Cedar Rapids Police Department Records Division at 505 1st Street SW, Monday - Friday between 8:00 a.m. and 4:00 p.m. You should use reference number **P12345678**. For additional information and/or a list of resources, please go to www.cedar-rapids.org/safecr. Please call 319-286-5720 to set up an appointment to provide a Nuisance Property Abatement Plan to the Nuisance Property Abatement Coordinator.

Nuisance Property Abatement Coordinator

Phone Number:

Email: