

DEPARTMENT OF  
PLANNING & ZONING



PLANNING COMMISSION  
BOARD OF ZONING APPEALS

To: Mr. Steve Carter, County Administrator and Mr. Phil Payne, County Attorney

From: Tim Padalino | Director | Department of Planning & Zoning

Date: May 15, 2013

**Subject: Policy Statement re: Processing Alleged Zoning Violations**

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It shall be the policy of the Nelson County Department of Planning & Zoning to maintain a complaint-based system for investigating alleged zoning violations and enforcing zoning violations. Effective immediately, this existing complaint-based enforcement process shall be modified to include the added requirement that a complaint must be received in writing before Department staff begin any enforcement procedures.

Specifically, a written and signed complaint must be submitted using the "Request Form for County Inspection of Possible Zoning Violation," which requires the complainant to include the following information:

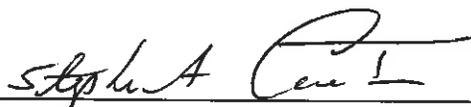
- a relatively specific description of the alleged violation(s);
- information about the location of the alleged violation to allow for effective inspection;
- contact information from the citizen filing the complaint, including their name, telephone number, and/or email address; and
- signature of the citizen filing the complaint.

The current practice of maintaining confidentiality and protecting the identity of citizens who formally file a complaint will continue, in accordance with Virginia Code § 2.2-3705.3.

With approval, this revised administrative policy will be effective immediately.

A handwritten signature in black ink that reads "Timothy M. Padalino".

Timothy M. Padalino | Director: Department of Planning & Zoning

Reviewed and approved:  Date: 6/10/2013