

This brochure provides Duval County property owners and tenants with general guidelines and information on proper maintenance of residential and commercial properties, as well as commercial and residential zoning issues, in accordance with Jacksonville Municipal Code.

The Municipal Code Compliance Division is tasked with the enforcement of Chapter 518 - Property Safety and Maintenance Code, and Chapter 656 - Zoning Code, which address:

- Housing Safety
- Property Maintenance (residential and commercial)
- Unsafe Structures
- Nuisance Properties (overgrowth, trash/debris, etc.)
- Junk and Abandoned Vehicles
- All Zoning related Violations

WHY WE ENFORCE

The City of Jacksonville acknowledges the need to enforce a certain standard of property maintenance and to ensure a reasonable quality of life for the city's residents and neighborhoods.

Citizens play an important part in keeping our community attractive, clean and safe. Through education, awareness and self-enforcement, we can all contribute to making Jacksonville the best city in which to live, work and raise a family.

WHERE WE ENFORCE

All privately-owned properties, structures, and parts thereof, including but not limited to:

- Yards
- Premises
- Parking lots
- Driveways
- Easements
- Homes
- Businesses
- Vacant lots
- Warehouses

MOST COMMON VIOLATIONS

- Junk or abandoned vehicles with expired or missing license plates
- Accumulation of garbage, rubbish, trash, or debris
- Excessive growth of weeds, grass, or noxious vegetation
- Potentially dangerous dead trees and/or limbs
- Conditions which could breed or harbor insects or rodents
- Unmaintained swimming pools
- Dangerous or deteriorated electrical fixtures, wiring or devices

- Fences, gates or accessory structures in disrepair
- Structural deterioration, rotten wood, peeling paint
- Improper stacking or storage of materials
- Unsanitary conditions
- Failure to maintain minimum residential and commercial standards
- Zoning - unpermitted land use
- Zoning - parking of commercial vehicles on residential property
- Zoning - inadequate off-street parking
- Zoning - business in a residential area

WHAT WE ENFORCE

RESIDENTIAL and COMMERCIAL

The Property Safety and Maintenance Code requires maintenance of all residential structures at a certain level and covers violations inside and outside the structure and excessive trash and junk in the yard, to obstructed sewer lines and improper plumbing or electric installations. Failure to correct violations of this section may result in a citation to the owner and/or tenant, or referral of the owner to the Special Magistrate for prosecution and possible property fines.

UNSAFE STRUCTURES

The Property Safety and Maintenance Code addresses any structurally unsound and/or unsafe building. If necessary, the city may take action to demolish the structure. Failure to correct such violations may result in referral of the owner to the Special Magistrate for prosecution, which may result in property fines and/or demolition by city contractor.

NUISANCE PROPERTIES

High grass; trash and/or debris on vacant lots; vacant, open, and unguarded structures, and; occupied properties are considered violations of the Property Safety/Maintenance Ordinance's nuisance section. Failure to correct violations of this section may result in removal of violations or board-up of an open structure by city contractor (abatement) with subsequent liens placed on the property. In addition, repeat violations may also result in a referral of the owner to the Special Magistrate for prosecution and possible subsequent fines..

VEHICLES

- Junk vehicles are defined as: inoperable vehicles which threaten public safety or welfare; create blight in the neighborhood where the

vehicle rests; or is, or may reasonably become, infested or inhabited by rodents, vermin or other animals, or may furnish a breeding place for rodents, vermin, or other animals.

- Abandoned vehicles are defined as: vehicles that do not bear a license plate, or on which the displayed license plate is invalid, (unless said vehicle is stored within a completely enclosed building, or unless it is stored on a bona fide sales lot or an automobile storage yard or automobile wrecking yard) which threaten public safety or welfare; create blight in the neighborhood where the vehicle rests, or is, or may reasonably become, infested, or inhabited by rodents, vermin or other animals.
- Inoperable, when referring to a vehicle, means the vehicle is incapable of being immediately driven, moved, or pulled in the manner for which it is intended or designed.

ZONING

The purpose of the Zoning Code is to promote the health, safety and general welfare of the public, to regulate the use of land and buildings, and to implement the Comprehensive Plan, adopted pursuant to Chapter 650, Ordinance Code and F.S. Ch. 163, Pt. II (Local Government Comprehensive Planning and Land Development Regulation Act). The following items are examples of Zoning Code Enforcement issues commonly enforced by Municipal Code Compliance Division:

- No fence or wall in excess of eight feet in height shall be permitted in a residential district and further, no fence in excess of four feet in height shall be permitted in a required front yard in a residential district.
- No person shall sell or conduct the sale of household or personal property, not including animals, in a residential district for more than ten days during a calendar year.
- The following vehicles shall not be parked in off-street parking lots, access to highways, on private property in a residential district or in the CO, CRO, CCG-1 or CN districts, or on any public right-of-way in a residential, CO, CRO, CCG-1 or CN district: Heavy trucks and truck tractors for commercial use; motor vehicles equipped with machinery; school buses, commercial wreckers, hearses, and ambulances; passenger vehicles for ten persons or more.
- Non-conforming land use in a residential area that is not permitted or permissible by exception through the Planning and Development Department.

WHAT WE DO NOT ENFORCE

- Inoperable vehicles on public streets or rights-of-way or the

Jacksonville Traffic code

- Off-site signs
- Subdivision deed covenants or restrictions
- Rental or Lease agreements between owner and tenant
- Blockage of City sidewalks by private vehicles parked in driveways

CONDITIONS PROHIBITED AND DECLARED PUBLIC NUISANCES

- An excessive accumulation or untended growth of weeds, grass, underbrush or undergrowth or other noxious vegetation (but not including trees, plants or other vegetation protected by law) which exceeds 15" in height over the majority of the parcel.
- A building, structure, premise, or other place which provides uncontrolled breeding places, protection, or shelter for rodents, vermin or other pests.
- A wholly or partially manmade pool, pond, or other body of water which tends to produce disease vectors, biting insects and/or pests.
- Abandoned personal property of dispossessed residents.
- Dead or dying trees, limbs, branches or parts.
- Bushes, shrubbery, or other overgrowth shall not exceed the height of the lowest portion of windowsills or window frames on vacant buildings and structures, and shall not cover or impede any entryway of a vacant building or structure.
- Obstructions or diversion of the natural or artificial flow of water, whether by dams, blocks or other means, which tend to produce or results in the stagnation of water.
- Garbage, trash, rubbish, and/or debris
- Unsecured vacant building or dwelling
- Junk and/or abandoned vehicles
- Graffiti
- A swimming pool where water quality or clarity is a threat to or endangerment to public health and safety
- An unsafe or unsanitary condition not included within the meaning of the above nuisances, such as raw sewage on the ground.

NOTE: Conditions cited above must be terminated, corrected, or abated within 15 days of the date of notice, unless otherwise instructed by notice or citation to comply within a specified time period.

TIPS TO AVOID A CITATION

- Maintain property appearance – Cut yards regularly; remove any trash/debris, abandoned/junk vehicles, deteriorated structures, dead or dying trees and dead tree limbs.
- Maintain exterior structure's appearance; scrape/paint defective exterior surfaces; apply paint, stain, stucco or siding.
- Maintain the building – Repair or replace loose, damaged, rotted, worn or missing components, such as foundations, walls, roofs, windows, doors, porches, handrails, awnings, siding and trim.
- Maintain electrical and plumbing systems – Repair or replace faulty or exposed wiring, fixtures and components immediately. Leaking, corroded or obstructed plumbing systems should be repaired or replaced in a timely manner. Electric, water, and sewer/septic services are required for all occupied dwellings.
- Maintain interior components – Repair or replace worn, torn or damaged flooring, deteriorated wall surfaces, broken, damaged or missing window or door hardware.
- Maintain all water heaters, appliances, systems and pumps according to manufacturer's recommendations. Heating systems are required to be permanently installed, properly connected, and capable of heating the entire dwelling to at least 65 degrees under minimum winter conditions.
- Smoke alarms – At least one properly operating smoke detector is required on each floor of a dwelling, dwelling unit or rooming unit, located adjacent to each sleeping area.
- Keep property safe and sanitary – Address ANY issues that may pose an imminent threat to health or safety IMMEDIATELY.

WHAT IF I AM CITED?

- Do not ignore the notification of violation. Read it closely and understand the time limit for compliance, and penalties for failure to comply.
- It is the property owner's responsibility to ensure correction of violations, including rental or leased properties.
- Make all required repairs, corrections, improvements and/or removals as soon as possible to avoid further proceedings.
- If you need further clarification of any alleged violation, do not wait. Call the Code Compliance Officer as soon as possible.
- If you believe the violation is not on your property, or you have sold or released ownership, please call 630-CITY (630-2489) immediately.

NOTIFICATIONS, HEARINGS and APPEALS

NOTIFICATIONS [Section 518.206(b)]

"The mailing of the notice shall be sufficient proof thereof, and the delivery or service of notice shall be equivalent to mailing. For the

purpose of notice requirements to a property owner, the owner shall be deemed to be the owner recorded on the current records in the office of the Property Appraiser. If the mailing address of the person is not known to the Chief of Municipal Code Compliance Division or the records do not reveal a change of ownership of the property involved or the property is unoccupied, the posted notice on the property shall constitute sufficient notice to the owner, custodian, agent, lessee, trustee or occupant thereof and no additional notice shall be required for any action hereunder."

NOTE: Please ensure your current mailing address is listed in the Duval County Property Appraiser's tax rolls. Municipal Code Enforcement Division is required by Florida Statutes and local ordinance to use the current tax rolls for notice requirements to property owners.

HEARINGS

A Special Magistrate (property judicial officer) hears testimony from the Code Enforcement Officer and property owner to determine if violations exist, sets timelines for compliance, and may issue fines of up to \$250.00 per day in cases where the property owner does not comply within the ordered timeframe, or \$500.00 per day for repeat offenders.

APPEALS

The Municipal Code Compliance Division must receive timely requests for appeals, as follows:

- Within 15 days from receipt of notice for junk vehicle, nuisance, and some zoning violations.
- Within 30 days from receipt of notice for unsafe, residential, commercial and some zoning violations.
- The cost of the appeal is \$10.00 (non-refundable cashier's check or money order only)
- Appeal must be in writing and must be delivered to the Municipal Code Compliance Division offices.

OTHER COMMUNITY RESOURCES

Streets & Drainage.....	630-CITY
Building Permits & Inspections	630-CITY
Planning and Development Division.....	630-CITY
Mosquito Control	630-CITY
Solid Waste.....	630-CITY
Duval County Health Department (DCHD)	630-3300
Biomedical Waste (DCHD).....	630-3260
Animal Care & Control	630-CITY
JEA	665-6000
Department of Business & Professional Regulation ...	(850) 487-1395