

Zoning Enforcement Policy

General Policy

Enforcement shall be prioritized to protect the public health, safety, welfare, environment and property values of the community, in a fair and equitable manner. Zoning enforcement is not to be used as a means of furthering neighbor and/or civil disputes.

General Procedures

These procedures are not inflexible and adjustments may be made depending upon the nature and severity of the violation.

☐ All complaints received shall be documented in writing and include the complainant's name and contact information. Said complaint shall be evaluated for priority, and pertinent town records researched.

☐ Site investigation conducted. If violation found, site inspection notes compiled and photographs taken, when possible. Violation file created and violator contacted. Contact may be either written or oral. Nature of violation explained and remedy provided.

☐ Re-inspection conducted. If violation remains, a formal Notice of Violation/Request for Voluntary Compliance may be issued, citing the regulation being violated and the remedy and timeframe for compliance.

☐ If the violation remains upon the expiration of the voluntary compliance date, a Cease and Desist Order may be issued, citing the violation, the required remedy and the right to appeal.

☐ If the violation remains and the right to appeal has expired, a Citation or other legal remedies may be issued/taken.

Enforcement Priorities

The following are general policies relating to prioritizing enforcement of the Wolfeboro Planning and Zoning Regulations:

☐ Violations that pose immediate danger to the public health, safety, environment and general welfare of the community.

☐ Violations related to development projects that are in the construction phase.

☐ Complaint based enforcement which are in writing include the complainant's name and contact information.

☐ Anonymous complaints posing an immediate threat to the public health, safety, environment and welfare of the community.

☐ Complaints associated with neighbor and/or civil disputes shall receive the lowest priority.

Code Enforcement (Building and Fire Codes)

Unlike Zoning, which is adopted by the town, building and fire code are adopted by the State of NH. In addition, both the building and fire code have established standards for enforcement and, therefore, the Zoning Enforcement Policy shall not pertain to the building and fire code.

Adopted by the Board of Selectmen on September 15, 2010