



CORRECTIVE ACTION NOTICE

Case Number: «CaseNo»

Date: «CMD.TODAY»

City of Everett Code Enforcement Unit
3200 Cedar Street • Everett, WA 98201
425.257.8560 • CodeEnforcement@everettwa.gov

CORRECTIVE ACTION NOTICE EMC 1.20.100

The goal of Code Enforcement Department (“Department”) is to preserve the quality and value of public and private property and maintain a high standard of living by eliminating conditions that threaten the life, health, safety, and general welfare of the public. The Department recognizes that this goal is most effectively achieved through the education of and cooperation rather than prosecution.

Accordingly, this Corrective Action Notice (“Notice”) is intended to inform you that the Responsible Person(s) and Property identified below have been determined by the City to be in violation of the Everett Municipal Code (EMC or Code) as specified herein and to provide you with the opportunity to voluntarily correct the violations prior to the City taking further code enforcement actions.

DATE OF ISSUANCE: «CMD.TODAY»

DATE OF VIOLATION: «ACTIONS.INITIAL
INSPECTION.ACTIONDate»

RESPONSIBLE PERSON(S) CITED: (individually and jointly)

«CONTACTS.OWNER.Name»

«CONTACTS.OWNER.Address1»

«CONTACTS.OWNER.City», «CONTACTS.OWNER.State» «CONTACTS.OWNER.Zip»

PROPERTY OWNER:

«CONTACTS.OWNER.Name»

«CONTACTS.OWNER.Address1»

«CONTACTS.OWNER.City», «CONTACTS.OWNER.State» «CONTACTS.OWNER.Zip»

LOCATION OF THE VIOLATIONS: The Property is located at «SiteAddress», Everett, Washington and bears Snohomish County Parcel Number «SiteAPN».

DESCRIPTION OF THE VIOLATIONS: The City has found the Responsible Person(s) to have committed, or allowed to be committed, the following Code Violations at the Property:

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CORRECTIVE ACTIONS REQUIRED: By «CMD.DATE15», the Responsible Person(s) shall take the following actions to correct the Code Violations at the Property:

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Note that the required permits (if applicable) to perform the corrective or abatement action must be obtained from the proper issuing agency.

CIVIL PENALTIES: If your property is not brought into compliance by [insert date], the City may take further action including issuance of a notice of violation and order to correct, and assessment of a monetary penalty in the amount of \$250 which accrues for each day or portion thereof that each violation continues beyond the issuance of a notice of violation and order, until compliance is achieved.

COST OF ENFORCEMENT: Per EMC 1.20.180, the City is authorized to recover any and all costs of enforcement related to ensuring the Property is brought into compliance.

FAILURE TO COMPLY: Per EMC 1.20.100(B), failure to comply with the violations(s) cited in this Notice may lead to additional enforcement actions, administrative orders or the modification of any pending or existing city approval(s).

TRANSFER OF OWNERSHIP: It is unlawful to sell, transfer, mortgage, lease, or dispose of the Property unless the property owner has complied with EMC 1.20.090(B).

OBLIGATION TO NOTIFY: Per EMC 1.20.090(C), the Responsible Person has the affirmative duty to notify the City of any actions taken to achieve compliance with this Notice.

Thank you for prompt attention to this matter. If you have any questions about this Notice, please contact me using my contact information below.

Sincerely,

«AssignedTo»
Code Enforcement Officer
 @everettwa.gov