

## FILING A COMPLAINT

To report a violation, please contact the Town Planning and Zoning Department at 635-4236, visit our website for a complaint form, or use the Town's Mobile App. The names of individuals filing complaints in confidence will remain confidential. Please provide a detailed description of the violation and an accurate property address or location.

## VIOLATION PROCESS

Upon inspection and confirmation of a violation, the property owner will be notified in person or by mail of the violation. Town Code provides that most violators have thirty days to correct a violation. Violations not corrected or appealed within the time allowed may lead to the issuance of a court summons against the violator. Zoning violations are subject to a \$1,000 fine per offense and Code violations are subject to a civil penalty of up to \$3,000 (Code varies depending upon offense.)

## CONTACT INFORMATION

**TOWN CODE ENFORCEMENT**  
(540) 635-4236

**TOWN POLICE**  
(540) 635-2111

**TOWN ZONING PERMIT AND  
TOWN ZONING PERMITS**  
(540) 635-4236

**VA DEPARTMENT OF HEALTH**  
(540) 635-3159

**WARREN COUNTY  
BUILDING PERMIT**  
(540) 636-9973

### OUR MISSION

The mission of the Town Code Enforcement Division is to enforce the standards and requirements of the Town Code that pertain to zoning and property maintenance; in coordination with law enforcement and other enforcement agencies as appropriate; for the purpose of effectively managing adopted land use policies and ordinances that promote the public's health, safety and general welfare.

Code compliance requires the assistance of residents to comply with zoning and code regulations and to report violations.

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rev8/17

## CODE ENFORCEMENT

### *Common Violations and What to Do About Them*



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# COMMON VIOLATIONS



## High Grass

Grass and weeds are in violation if they are 15 inches or higher between May 1 and September 1.



## Inoperative Vehicles

Vehicles that do not display current license decals or state inspection stickers, or which are otherwise obviously inoperative (flat tires, engine removed, etc.) are in violation of Town Code.



## Trash and Debris

Excess trash and debris that is unsightly, unsanitary, or hazardous on private property violates Town Code. In addition, debris that provides habitat for snakes or rats, promotes breeding of mosquitoes, is a potential fire hazard, or emits offensive odors can violate Town Code.

## Recreational Vehicle Parking

RV's and travel trailers shall not be parked in the front yard for more than fourteen (14) days within a month up to three times per year and cannot be permanently connected to utility service at the residence. Call Planning and Zoning for details. (540) 635-4236.



## The Yard Sales

The first two yard sale events are no cost; third through sixth require \$5.00 license per event. No more than six yard sales are allowed each year. Must have written consent of property owner to hold yard sale. Yard sales are not allowed in public right-of-ways.

## Animals

Only domesticated animals are permitted as pets in the Town. Dogs are limited to a maximum of four (4). Animals such as chickens, rabbits and bees may be raised within the Town limits with a permit, subject to compliance with the regulations found in the Town's Urban Agriculture Ordinance.

## Signs

All permanent, and most temporary signage on private property require a permit to meet established standards. Temporary signs in the Right-of-Way also require permitting.

## Fencing

All fencing installed on your property require a permit from the Town to ensure height, setback, and installation standards.

## Home Businesses

Certain home occupation businesses can be permitted in residential neighborhood areas. There are restrictions on signage, customer parking, and parking of commercial vehicles requiring compliance.

## Trucks and Trailers

Trucks are limited to a maximum gross weight of 7,500 pounds on residential streets. Trucks are limited to a maximum gross weight of 12,000 pounds on private property that is in a residential zoning district. Pull-behind trailers are restricted from parking on the public street if not attached to another vehicle.

## Permits

A zoning permit is required for new fences, pools and buildings. Depending on the details and use, a zoning permit may also be required for renovations that require a building permit. Please contact the Town Department of Planning and Zoning if you have any permitting questions.