

ADMINISTRATIVE ADJUDICATION HEARINGS

AS A LAST RESORT...

Property owners receiving a Notice to Appear, or NTA citation, are required to attend an Administrative Adjudication, a civil court hearing process administered by the City of West Chicago, where cases are presented, evidence is heard and a finding of liable, or not liable, is made.

Each defendant is required to check in with the City Attorney prior to the beginning of the hearing. Cases will then be called based on check-in time.

Each case is heard by an Administrative Adjudication Hearing Officer. The defendant has an opportunity to plead liable or not liable. If a defendant pleads liable, the Hearing Officer will impose a fine ranging between \$105 and \$750, and the case will be pursued for compliance. If a defendant pleads not liable, the City will present its case, and the defendant has an opportunity to plead his case.



The Hearing Officer will then make a determination if the defendant is liable or not liable, and levy a fine between \$105 and \$750, if found liable.

The Administrative Adjudication hearings are held the third Wednesday of each month in the City Hall Council Chambers, located at 475 Main Street. The Hearings begin at 12:30 p.m.

HOME INSPECTIONS

The West Chicago Housing Code requires the issuance of a Deed Certification Stamp whenever a house is sold.

The first step in compliance is for the owner or property agent to schedule an inspection of the property. If the premises fails to comply with all the provisions of the housing code, the violations will need to be corrected before a Deed Certification Stamp can be issued.

The following list describes **some of** the typical provisions of the housing code that the inspector will check when your home is inspected:

- Structural faults with walls, doors or windows.
- Loose or rotting materials on exterior.
- Rubbish in the yard.
- Electric service adequately sized, labeled and properly grounded inside and out.
- Ground Fault Outlets installed in the kitchen, bath and garage, where required.
- Water heater with temperature and pressure relief valve, overflow pipe, and proper vent.
- Sump pump which discharges outside.
- Proper backflow prevention for water system.
- Smoke detector in every bedroom, as well as on every floor.
- Furnace with proper combustion air and vent.
- Hand and guard rails where needed.
- Carbon monoxide detector within 15 feet of bedrooms.
- Any life safety issues must be corrected before a Certificate of Occupancy can be issued.

*Keep our neighborhoods
safe and desirable*

City of West Chicago



**DON'T BE A STAND-OUT
FOR THE WRONG REASON**

PROPERTY MAINTENANCE CODE ENFORCEMENT...

WHAT YOU SHOULD KNOW

Community Development Department

475 Main Street

West Chicago, IL 60185

Phone: (630) 293-2200 ext. 141

Fax: (630) 293-1257

www.westchicago.org

IN PARTNERSHIP WITH THE COMMUNITY

Our goal is to eliminate blight, improve the appearance of business and residential areas and create a community where all those who live, work or visit can experience a sense of pride and well being.

To protect the residential atmosphere of your neighborhood, as well as prevent unsafe and unsightly use of property, the City of West Chicago has adopted municipal codes to achieve the quality of life everyone wants to enjoy. Please take a few minutes to familiarize yourself with some of the codes. A copy of the entire City Code is available online at www.westchicago.org or at City Hall.

PROPERTY MAINTENANCE

All houses, fences, garages, and other buildings must be maintained in a clean, safe and sanitary condition. The owner of the property is responsible for keeping the premises up to code. Renters must continue to keep it clean and sanitary while they live there.

RENTAL LICENSE

The owner of any residential unit that is available for rent is required to obtain an annual rental license. Call City Hall to request an application.

CODE REGULATIONS - GENERAL CONDITIONS

- All open off-street parking must be on the driveway. No parking is allowed on lawns.
- It is unlawful to keep any vehicle which is not properly registered or which is inoperable on any property, except in a closed garage.
- Large commercial trucks and trailers cannot

be parked in any residential neighborhood, except when loading or unloading.

- Recreational vehicles shall be parked on paved surfaces and are subject to specific location requirements. Contact the Community Development Department for further information.
- No vehicle shall, at any time, be kept or stored on any property in a state of major disassembly or disrepair, except in a closed garage.
- No vehicle shall be parked in a parking lot for the primary purpose of sale.

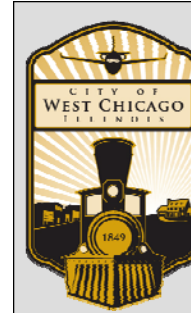
CODE REGULATIONS - REFUSE AND GARBAGE

- The storing of junk, trash, rubbish, garbage and refuse on private property is prohibited.
- Regular garbage pick-up shall be placed on the curb no earlier than 7:00 p.m. the night before the collection day. Details of West Chicago's Solid Waste Collection program are available at City Hall.
- When stored, trash cans may not be visible from the public right-of-way.
- Do not rake leaves into the street. Seasonal pick-up of bagged leaves is provided by the City.
- Brush and tree branches shall not be placed on the parkway, except on the weekend before the scheduled monthly pick-up.

CODE REGULATIONS - SIGNS

Permitted Signs

- Garage sale signs on premises of sale only.
- Real estate signs indicating the sale or rental of the premises on which they are located. No more



The residents and business owners in this town expect the City to uphold a certain quality of life, and while the City will be customer friendly, we will hold people to reasonable standards and work to get compliance as quickly as possible.

Mayor Ruben Pineda

than one sign per street front is permitted.

- Signs placed on utility poles and parkways will be removed by City employees.

ENFORCEMENT

When a violation is found, the property owner is given a correction notice along with a deadline to comply. If there are extenuating circumstances where a property owner cannot bring the property into compliance by the deadline date, an owner may call the Community Development Department at (630) 293-2200, extension 141 to request an extension to the deadline for compliance.

CONSEQUENCES

If a property owner does not bring his property into compliance with the code or request an extension, the City will issue a citation as a **last resort to achieve compliance** with property maintenance requirements. There are two types of citations that can be issued for a code violation. The first is a "P" ticket, which includes a set fine that can be paid in person or by mail. "P" tickets are issued for minor infractions, usually for first-time offenses. The second type of ticket is called a Notice to Appear, or NTA citation. If the City issues an NTA citation, the owner is required to appear at an Administrative Adjudication hearing.