



NEIGHBORHOOD DEVELOPMENT

January 25, 2024

To:

From: **Larry Roberts**, Code Compliance Chief

Subject: How to Have Civil Penalties Reduced

Per Section 11-42 of city ordinances, after a unit has been brought into compliance, the total amount of the civil penalties issued may be waived or reduced by the Director of Neighborhood Development Department, Designee, the City Attorney in accordance with a civil penalty waiver or reduction policy to be adapted by the Department of Neighborhood Development. Modification of penalties by the Director, the Designee, or the City Attorney may be appealed to the Commission in accordance with Section 11-49.

Do I Qualify?

1. Are all repairs completed?
2. Has your property been inspected and your minimum housing code case closed?
3. Have you assessed over \$500+ in Civil Penalty fees?

If you can answer “**Yes**” to **all (3) three** of the above questions, you qualify for a reduction in the amount owed.

How do I get my Civil Penalties reduced?

You will need to submit the following items to the Code Compliance division:

1. A **written request** to have the civil penalties reduced. The request must include the property address that was in violation and the name of the requestor, a phone number and mailing address.
2. Copies of **all** invoices for materials and labor spent on the property to complete the repairs.

Mail your request and documentation to

Larry Roberts
Code Compliance-City of Greensboro
PO Box 3136
Greensboro, NC 27401-3136

Once your request is received, it will be processed. Invoices for materials and labor will be reviewed to ensure the date of the invoice matches the timing of the case and that the materials or labor was used to address the specific violations for the property cited. A credit for each \$1 spent will be applied against the total amount of civil penalties owed. However, the total amount of civil penalties owed will not be reduced lower than \$500 per unit/house.

Once the review is completed, the total reduced \$ amount will be sent to the City's Collection office to finalize the reduction in the billing system. Property Owners will receive a written statement reflecting the total amount of reductions that have earned and the final amount due. **Please allow 4 weeks for processing.** Thank you

PO BOX 3136 * GREENSBORO NC 27402-3136 * WWW.GREENSBORO-NC.GOV * 336-373-CITY (2489)