

**Wells Township (Delta County)**

Procedures to Address Blight and Junk Ordinance Complaints  
No. 1-91 and No. 2-91

1. The Wells Township Board designated the Wells Township Supervisor as the person to act on blight and junk complaints.
2. **The SUPERVISOR is only authorized to act on signed complaints and is without authority to act on verbal complaints.**
3. **The person making the complaint must use the form prepared and supplied by Wells Township.**
4. Upon receiving a signed complaint form delivered to Wells Township Supervisor is then authorized to act on the complaint.
5. Supervisor inspects the property to determine the validity of the complaint.
6. If the Supervisor determines the complaint is not valid, a report of the findings are presented to the Board. The Board decides which course of action to take.
7. If the Supervisor determines the complaint is valid, the following steps are taken:
  - A. Certified letter to violator which describes the problem and how it must be resolved.
  - B. Copy of Blight Ordinance No. 1-91
  - C. Copy of Junk Yard Ordinance No. 2-91
  - D. Copy of companies offering pickup service
  - E. Copy of M.T.A. Grandfather
  - F. Copy of court case on unlicensed vehicles
8. If the violator ignores the first letter after 30 days:
  - A. Send a second letter (10 day notice) by certified mail.
9. If second letter produces no results, Supervisor reports back to Board for directions.
  - A. Letter from Attorney to violator
10. If letter from Attorney produces no results in 30 days, Supervisor reports back to Board for directions.
  - A. Violator to court
11. **No junk complaints will be addressed from November - March each year due to the weather conditions.**

By Order of the Wells Township Board

*Alvin L. Johnson, Clerk*