

1. Table of Contents

CAZEO CASE STUDY REQUIREMENTS

2. Description of Problem

- Regulation(s) being violated
- What is the nature of the violation?
- How did it come to the attention of the ZEO?

3. Background Statement

- History of past violations, permits, variances, etc. at the site
- Changes of regulations affecting the situation
- Involvement of other persons (neighbors, municipal departments, etc.)

4. Actions of Zoning Enforcement Officer/Synopsis of Events

- Review of records, plans, and other data
- Site inspections, observations, documentation of conditions
- Correspondence drafted/sent by ZEO
- Coordination with other departments, Police, MVD, etc.

A. Dealing with varied and Complex Issues and Uncooperative Persons

- How does the violator/property owner respond?
- How can they be dealt with (options and alternatives available to ZEO)?
- What are the physical constraints, legal constraints, ethical issues, and unusual circumstances of the situation?

B. Appeals to Zoning Board of Appeals

- Was it appealed to the ZBA? What happened?
- What did the ZEO do to prepare/present the case?
- What if it had been, what actions would have been taken by the ZEO?
- ZEO's experiences with having his/her actions/decisions appealed to ZBA and how those experiences were applied in this case.

C. Court Action

- Describe litigation involved in this case
- Was an arrest warrant, injunction or restraining order sought?
- How did/should the ZEO prepare for court?
- ZEO's experience with court actions and how those experiences applied to this case

D. Demonstration of Preparation for Various Scenarios

- Action by ZEO to document conditions, violator's actions, and the ZEO's actions
- Evaluation of options and remedies to correct the violation
- Anticipation of violator's action and the formulation of appropriate response(s) by ZEO

E. Summary and Conclusions

- What were the key actions, responses and what outcome was achieved?
- What worked and what didn't work?
- What insights or lessons were learned?

5. Chronology of Events

- Separate sheet highlighting dates, activity and who did what

6. Exhibits

- Pertinent supporting documentation/information/letters