



# Township of Lower Makefield

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## **\*\*\*\* DEFENSE AGAINST ENCROACHMENT PROCEDURES \*\*\*\***

The Code Enforcement Officer within the Community Development Department coordinates with the Township Administration, Parks & Recreation Department and the Public Works Department to defend against encroachments onto Township property. When the Township is made aware of an encroachment through a resident complaint, periodic inspection, or review of aerial photography, the following action items occur to remove the encroachment:

1. Township contacts the property owner by approaching them at their house or by leaving a door hanger requesting they contact the Code Enforcement Officer. The Code Enforcement Officer will discuss with the property owner the actions needed to be taken to remove the encroachment. A reasonable timeframe, depending on the nature of the encroachment, will be agreed upon to correct the violation.
2. If the property owner does not contact us within 7 days, we send out a Notice of Violation letter via Certified Mail & First-Class Mail to the address on file with the Bucks County Board of Assessment. This notice outlines the actions needed to be taken by the property owner to remove the encroachment along with a timeframe for action to comply. When contacted by the property owner, a reasonable timeframe, depending on the nature of the encroachment, will be agreed upon to correct the violation.
3. If no response is received within the timeframe, the Township will notify the property owner a second time to correct the violation. If the property owner does not contact us, we will send out a final notice that the Township will remove the encroachment using Parks & Recreation personnel, Public Works personnel, or an outside contractor and charge the property owner for the cost of these services. If no reply is received from the property owner, the work to remove the encroachment is scheduled and performed.
4. When the violations have been corrected by the property owner, we request that they contact the Community Development Department at (267) 274-1125 and arrange an appointment with the Code Enforcement Officer to inspect the property.

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