

## How to report a possible code violation.

If you have observed conditions on any property within Albemarle County that you feel may be a violation of County code, you are urged to report it so that we may investigate. The best way to file your complaint is to call our Complaint Hotline at 434-296-5834 and speak to the Zoning Technician or leave a detailed message providing us with as much information as possible. We ask that you also provide us with your name and contact information so that the Code Enforcement Officer may contact you should He / She need more information about the complaint. Rest assured that all of your personal information will be kept confidential and will not be released under any circumstances.



# Albemarle County Zoning



County of Albemarle  
Community Development



What happens if my property is in violation of the County Ordinance?



COUNTY OF ALBEMARLE  
COMMUNITY DEVELOPMENT DEPT.

ZONING AND CURRENT DEVELOPMENT

401 McIntire Road  
Charlottesville, Virginia  
22902-4596

Phone: 434-296-5832  
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## Ok, so my property is in violation. Now what?



The ultimate goal in all County Code Violation cases is voluntary compliance. The first thing you should do is speak with the Code Enforcement Officer to get a clear idea of what is expected and verbally agree to a timeline. In most cases, that expectation is that you make a concerted effort to bring the property into compliance and that the C.E.O. can see that significant progress has been made. Everyone's definition of significant is different, so again, be sure to discuss the expectations early in the process.

## “It’s my property, I can do what I want with it.”

This statement is true to an extent, but there are regulations that all property owners must abide by. If you have not done what the C.E.O. has asked of you further steps will be taken. You will be sent a Notice of Violation letter with a deadline date for compliance. The letter is an Official Determination by the Zoning Administrator and the deadline can range from immediate to as much as 60 days. As with all official determinations, you do have the ability to file an appeal with the Board of Zoning Appeals, where you can present your case. If the outcome is not favorable you can then appeal the BZA's determination to the Circuit Court. If you decide not to appeal within 30 days, the determination becomes a “Thing Decided” and is essentially unchallengeable in court.

## What if I don’t meet the NOV Letter’s deadline?

If the official deadline for compliance is not met, or if significant progress is not made prior to the date, the C.E.O. has no choice but to file Civil Penalties with the Albemarle County General District Court. Fines range from \$200 for the initial filing to \$500 for each subsequent filing. The C.E.O. will continue to visit your property as often as every ten days and will file additional Civil Penalties for every visit where the property remains in violation.

