

BOONE COUNTY ABANDONED  
BUILDING

**DILAPIDATED STRUCTURE AND  
REFUSE ON PRIVATE LAND  
ORDINANCE**

An Ordinance regulating the repair, alteration or improvement, to the vacating and closing or removal or demolition, or any combination thereof, of any dwellings or other building unfit for human habitation due to dilapidation, defects increasing the hazard of fire, accidents, or other calamities, lack of ventilation, light or sanitary facilities or any other conditions prevailing in any dwelling or building, whether used for human habitation or not, which would cause such dwellings or other buildings to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, whether the result of natural or manmade force or effect; and an ordinance regulating the removal and clean up of any accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage located on private lands which is deemed to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare whether the result of natural or manmade force or effect; and an ordinance designating an enforcement agency and fair and equitable rules of procedures and standards to guide the enforcement agency and its agents in conducting investigations hereunder: And an ordinance providing for fair and equitable rules of procedure for instituting and conducting hearings in such proof to be met by the enforcement agency in the presentation of its evidence and the findings of fact, conclusions of law and orders which may be made by the County Commission; and an ordinance providing for various remedies for failure of the property owner or owners to comply with the orders of the County Commission; and an ordinance providing for an appeal of the decisions and orders of the County Commission to the Circuit Court; and an ordinance providing for the County Commission to enforce its orders by contracts with independent contractors or in kind services to make the ordered repairs, alterations, improvements, demolition, removal or clean up; And an ordinance providing for the enforcement of County Commission orders and contracts in Circuit Court, subjecting the property in questions to a lien for the amount of the contractor's costs in carrying out the Commissions orders and contract, together with any daily civil monetary penalty imposed court costs and reasonable attorney fees and for the sale of the subject property to satisfy this lien.

**BE ORDAINED AND ORDERED**

**By the County Commission of Boone County, West Virginia, a public body corporate of Boone County, West Virginia as follows:**

## **ARTICLE 1. AUTHORITY, EFFECTIVE DATE, TITLE, PURPOSE, JURISDICTION AND SEVERABILITY**

### Section 1.0 Authority

This ordinance is adopted by virtue of the authority granted in chapter Seven (7), Article One (1) Section three ff (3ff) of the Code of West Virginia as amended.

### Section 1.1 Effective Date

This ordinance shall become effective the date on which the County Commission of Boone County, West Virginia acts to adopt it.

### Section 1.2 Title

This ordinance shall be titled as cited as the Boone County Abandoned Building/Dilapidated Structure Ordinance.

### Section 1.3 Purpose

The purpose of this ordinance is to promote the public safety or welfare of Boone County, West Virginia by requiring as the case may be, the repair, alteration, improvement, vacating, closing, removal or demolition of dwellings or other buildings, or any combination thereof, unfit for human habitation due to dilapidation, defects increasing the hazard of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities or other conditions prevailing in any dwelling or building, whether used for human habitation or not, which would cause such dwellings or other building to be unsafe, unsanitary, dangerous or manmade force or effect, exclusive of building utilized for farm purposes on land actually being used for farming; and by requiring as the case may be, the removal and clean up of any accumulation of refuse or debris, overgrown vegetation or toxic spillage or toxic seepage located on private lands which is determined to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare whether the result of natural or manmade force or effect.

### Section 1.4 Jurisdiction

This ordinance shall apply to all properties within Boone County, West Virginia exclusive of the incorporated towns and cities, properties of the United States Government, and of the West Virginia State Government and any incorporated Town or City.

### Section 1.5 Severability

Should any article, section, subsection or provision of this ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the ordinance as a

whole or any part thereof other than the part so declared to be invalid or unconstitutional.

## **ARTICLE 2. DEFINITIONS**

### Section 2.0 Interpretation

For the purpose of this ordinance, the following interpretations shall apply:

Words used in the present tense shall include the future.

The singular includes the plural.

The plural includes the singular.

The word “person” includes a corporation, unincorporated association or partnership, chartered associations, partnerships, natural persons, joint ventures, joint stock company, club, company, business trust, or the manager, agent, servant, officer or employee of any of them.

The term “shall” is mandatory and the term “may” is permissive.

The word “county” shall refer to Boone County, West Virginia.

### Section 2.1 Definitions

For the purpose of this ordinance, the following definitions shall apply:

1. **Building** – Any structure placed on land, having a roof, and unused for habitation; or used for the shelter or storage of property or for use and occupation by a trade, manufacturing or service firm.
2. **Commission** – The County Commission of Boone County.
3. **Commissioner** – An elected member of the Boone County Commission.
4. **County Board of Health** – An agency of local government either created pursuant to chapter 16, Article 2 or Chapter 16, Article 2A of the code of West Virginia to oversee the health needs of the citizens of a county in accordance with the law.
5. **County Engineer or Technically Qualified County Employee** – An Engineer or Appointed County Employee employed by the County Government, who is a member of the Enforcement Agency.
6. **County Health Officer** – An appointee by the County Board of Health pursuant to Chapter 16, Article 2A, Section 4 of the Code of West Virginia, or an Appointee by the direction of the West Virginia Department of health pursuant to Chapter 16, Article 2, Section 1 of

the code of West Virginia, who is a member of the enforcement agency.

7. **Debris** – The remains of anything broken down or destroyed.
8. **Deed** – A written instrument, signed and delivered by which a person transfers and conveys title to real estate to another person.
9. **Deed of Trust** – A written instrument by which legal title to real estate is placed in one or more trustees to secure the payment of a sum of money or the performance of other conditions, which serves the purpose and function of a mortgage.
10. **Dilapidation** – A condition of deterioration due to neglect.
11. **Dwelling** – Any building, or structure either permanent or transportable which provides living facilities for one or more persons. This definition does not include recreational vehicles.
12. **Easement** – A lawfully acquired right of privilege to use a parcel of land or portion thereof for a specified purpose such as a road.
13. **Enforcement Agency** – That agency of Boone County Government charged under Chapter 7, Article 1, Section 3ff of the code of West Virginia with the investigation and enforcement of violations of that statute and this ordinance. Its membership includes: County Engineer or Technically Qualified County Employee, County Health Office, an appointed Fire Chief, and two other members a large, Ex Officio member of the Enforcement Agency shall be the Sheriff of Boone County.
14. **Farm** – shall mean and include land currently being used primarily for farming purposes, whether by the owner thereof or by a tenant.
15. **Farm Purposes** – shall mean the utilization of land to produce for sale, consumption or use, any agriculture products, including, but not limited to, livestock, poultry, fruit, vegetables, grains or hays or any of the products derived form any of the foregoing, tobacco, syrups, honey, and any and all horticultural and nursery stock, Christmas trees, all sizes of ornamental trees, sod seed and any and all similar commodities or products.
16. **Judgment Lien** – A claim, encumbrance or charge on property for the payment of some debt, obligation or duty owned to another person as decreed by a court of law and recorded among the land record of Boone County.

17. **Owner** – A person or corporate entity who holds legal title to any real estate or property.
18. **Public Body** - shall mean the state or any municipality, county, township, board, commission, authority, district or any other subdivision or public body of the state.
19. **Refuse** – Something that is discarded as worthless or useless like rubbish, trash or garbage.
20. **Right of Way** – A right which grants passage across or through a property. A right of way is also the (usually dimensioned) path along which the right of passage is granted.
21. **Structure** – Anything constructed, the use of which requires fixed location on the ground; or, anything attached to something having such location. A structure does not include fences, individual driveways or retaining walls.

### **ARTICLE 3. ENFORCEMENT AGENCY**

#### Section 3.0 Membership

The Enforcement Agency shall consist of the following members: County Engineer or Technically Qualified County Employee, County Health Officer, a Fire Chief from a county fire company and two members of the general public. Ex-officio member of the Enforcement Agency shall be the Sheriff of Boone County. The County Commission shall select and appoint two members of the general public to serve two-year terms and shall select and appoint a Fire Chief from a county fire company to serve a one-year term.

#### Section 3.1 Meetings

- (a) The members of the Enforcement Agency shall meet once a month on the third Wednesday of each month at 8:30 a.m. in public session.
- (b) At the first meeting the Enforcement Agency and on the one (1) year anniversary date thereafter, the members of the Enforcement Agency shall appoint: one of its members to serve as its President, and one of its members to serve as its Vice President, and one of its members to serve as its Secretary. Each member so appointed to the office of President, Vice President or Secretary shall serve a one year term of office or until replaced.

- (c) Three members of the Enforcement Agency in attendance at a monthly meeting shall constitute a quorum.
- (d) Meetings of the Enforcement Agency shall be conducted generally accordance with Robert's Rules of Order.
- (e) At the monthly public meeting, the Enforcement Agency shall receive complaints from the general public concerning: dwellings or other building or any combination thereof that may be unfit for human habitation due to dilapidation, defects increasing the hazard of fire, accidents or other calamities, lack of ventilation, light, or lack of sanitary facilities, or any other conditions prevailing in these dwellings or other buildings whether used for human habitation or not, which would cause such dwellings or other buildings to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare whether it is the result of natural or manmade force or effect; and by requiring as the case may be, the removal and clean-up of any accumulation of refuse and debris or overgrown vegetation.
- (f) The members of the Enforcement Agency may by a majority vote of those present accept the complaint for investigation by the Enforcement Agency Staff.
- (g) Upon the completion of the investigation of the citizen's complaint and without further public input, the members of the Enforcement Agency, relying on the investigation report of the Enforcement Agency staff, by a majority vote of those members present in public session may:
  - (1) dismiss the citizen's complaint; or
  - (2) continue the matter over until a later monthly meeting to permit further investigation; or
  - (3) adopt an agreement to remedy the deficiencies and continue the matter over until a later monthly meeting to permit the property owner time to remedy the deficiencies in accordance to an agreement between the Enforcement Agency and the property owner; or
  - (4) continue the matter over to a later monthly meeting; or
  - (5) determine that the dwelling, building, refuse and debris or overgrown vegetation is unsanitary, dangerous or detrimental to the public safety or welfare and should be repaired, altered, improved, removed, closed, cleaned up or demolished as the case may be and if the agency is unable to reach an agreeable remedy with the property owner, direct the County Engineer or qualified County Employee to initiate proceedings before the County Commission by petition/complaint to seek an order of the County Commission: requiring the property owner to repair, alter, improve, remove,

close, clean up or demolish the dwelling or building refuse and debris or overgrown vegetation in question within a reasonable time; and to impose daily civil monetary penalties upon the property owner who fails to obey the order of the County Commission; and if necessary, to request that the County Commission advertise and seek a contractor or in kind services to make the ordered repairs, alterations, improvements, demolition; and to institute a civil proceeding in Circuit Court of Boone County, West Virginia to subject the private land in question to a lien to satisfy: the contractor's costs in making the ordered repairs, alterations, improvements, demolition, removal or clean up; the daily civil monetary penalty imposed; reasonable attorney fees and court costs expended; and order and decree that the contractor may enter upon the private land in question to perform the ordered repairs, alterations, improvements, demolition, removal or clean up.

### Section 3.2 Enforcement Agency Rules for Conducting Investigations

A. Upon the members of the Enforcement Agency voting to accept the citizen's complaint and conduct an investigation, the County Engineer or Technically Qualified County Employee shall contact the following people and ascertain the following information:

- (1) Sheriff's tax office to ascertain the property owners' address, the tax district, tax map and parcel number for the property in question; its assessed value for both the lands and the buildings; acreage or lot size if known by the Sheriff's tax office and the status of taxes paid or due and owing on this property; and any lien information.
- (2) Clerk of the County Commission to ascertain any information about judgment liens, tax liens, mechanics liens, or deed of trust liens on the subject property and obtain a copy of the deed, or other document by which the owner obtained title to the property in question.
- (3) Assessor's Office to ascertain lot or parcel size and a copy of the tax map for the property in question.
- (4) Assessor Office to ascertain the number of improved lots in that or nearby subdivisions; location of the property in question insofar as flood prone areas, river, streams, ponds, are concerned; the location of nearby schools, hospitals and residences in the immediate area and in the watershed area.
- (5) County Health Office to ascertain the type of water and sewer system serving the property in question.
- (6) The property owner to obtain consent to enter his property for a site investigation.

B. The County Engineer or Technically Qualified County Employee shall deliver a copy of the notice of complaint to the property owner by United States Mail postage prepaid to



the property owners' address as ascertain from the sheriff's tax office and informing the property owner that the county Engineer or Technically Qualified County Employee, the County Sheriff, and other members of the Enforcement Agency will visit the property at a specific time and date to investigate the allegations set forth in the complaint. The notice shall inform the property owner that photographs will be taken of the property in question. However, any such entrance upon the property shall be made in such a manner as to cause the least possible inconvenience to the persons in possession.

- C. The County Engineer or Technically Qualified County Employee shall whenever possible take written statements from the complaining party, the property owner, neighbors and other interested persons and attach these statements to the investigative report.
- D. The County Engineer or Technically Qualified County Employee shall at the conclusion of the investigation prepare a written investigative report providing a copy to the property owner and each member of the Enforcement Agency before the monthly meeting of the Enforcement agency where the investigative report shall be considered.
- E. The County Engineer or Technically Qualified County Employee may propose an agreement between the property owner and the Enforcement Agency whereby the property owner agrees to remedy all deficiencies to the satisfaction of the Enforcement Agency within a designated period of time.
- F. The County Engineer or Technically Qualified County Employee shall at the direction of the Enforcement Agency initiate by the petition/complaint on behalf of the Enforcement Agency, an action before the County Commission to seek an order of the County Commission as described in Section 4.0 of this ordinance.

#### **ARTICLE 4. PROCEEDINGS BEFORE THE COUNTY COMMISSION**

##### **Section 4.0 Institution of Proceedings before the County Commission**

The County Engineer or Technically Qualified County Employee may file in the Office of the Clerk of the County Commission of Boone County, a petition/complaint on behalf of the Enforcement Agency seeking an order of the County Commission requiring the property owner to repair, alter, improve, remove, close, or demolish the dwelling or building, refuse and debris or overgrown vegetation in question within a reasonable time; and impose daily civil monetary penalties upon the property owner who fails to obey the order of the County Commission; and if necessary, to request that the County Commission

advertise for and seek a contractor or in kind services to make the ordered repairs, alterations, improvements, demolition, removal or clean up; and to institute a civil proceeding in the Circuit Court of Boone County, West Virginia to subject the private land in question to a lien to satisfy: the contractors costs in making the ordered repairs, alterations, improvements, demolition, removal or clean up; the daily civil monetary penalty imposed; reasonable attorney fees and court costs expended; and order and decree that the contractor or in kind services may enter upon the private land in question to perform the ordered repairs alterations, improvements, demolition, or removal.

And the petition/complaint shall state the findings and recommendations of the Enforcement Agency and inform the property owner that upon being served with this petition/complaint, unless the owner or owners of the property shall file with the County Commission of Boone County at the address of 206 Court Street, Suite 300, Madison, WV 25130, a written request for a hearing before the County Commission within ten (10) days of receipt of the petition/complaint, an order will be issued by the County commission implementing the recommendations of the Enforcement Agency.

#### Section 4.1 Service of a Copy of the Enforcement Agency Petition/Complaint Upon the Property

The Clerk of the County Commission of Boone County shall receive and file the Petition/complaint of the Enforcement Agency and shall cause a copy thereof to be served upon the property owner in the manner provided in rule four (4) of the West Virginia Rules of Civil Procedure. The Clerk of the County Commission of Boone County shall note on the original petition/complaint the date service was accomplished if by personal service, and cause the person making the personal service to certify that the personal service was performed on that date. A copy of this return of service shall be provided by the Clerk of County Commission to the County Engineer or Technically Qualified County Employee.

#### Section 4.2 Failure of the Property Owner to Request a Hearing Before the County Commission upon the Petition/Complaint of the Enforcement Agency

If the property owner or owners fail to file with the Clerk of the County Commission of Boone County, within ten (10) days of the service of the petition/complaint upon said owner or owners, a written request for a hearing before the County Commission upon the petition/complaint of the Enforcement Agency, the County Commission may enter an order implementing the determinations and recommendations of the Enforcement Agency and ordering as the case may be, the property owner to repair, alter, improve, close, clean up or demolish the dwelling or building refuse and debris or overgrown vegetation in question within a reasonable time, and to impose daily civil monetary penalties of any owner or owners who fail to obey such an order to be filed and attested copy of such an order to be served upon the property owner or owners by United

States mail postage prepaid at the address used by the Sheriff to mail the property owner his tax bill. The Clerk of the County Commission of Boone County shall note on the file copy of the order the date of the mailing and the address to which it was mailed.

#### Section 4.3 Setting the date and Time for a Hearing on the Petition/Complaint of the Enforcement Agency When Requested by the Property Owner

After receipt of a written request for a hearing upon the Enforcement Agency's petition/complaint by the property owner, the County Commission at its next regular meeting shall enter an order setting the matter down for hearing at a particular time and date within twenty (20) days of the receipt of the written request. In that regards the Clerk of the County Commission shall file the original order and mail attested copies thereof to the property owner, and the County Engineer or Technically Qualified County Employee, by the United States mail postage prepaid to the address of the property owner at the return address specified in the property owner's written request of the address utilized by note on the filed order the address, date and method of mailing of each attested copy mailed.

#### Section 4.4 Hearing before the County Commission

The hearing before the County Commission upon the petition/complaint of the Enforcement Agency shall be recorded by electronic device. The President of the County Commission will call the hearing to order and note on the record, each member of the County Commission in attendance and whether a quorum exists to proceed. The President will note on the record of the presence or absence of each of the litigants in person. Witnesses will be administered an oath by the President prior to testifying. The President of the County Commission will conduct the hearing and rule on matters of procedure and law. The West Virginia Rules of Evidence shall not apply to the proceedings, but each party shall have the right to present evidence and examine and cross-examine all witnesses. Documentary evidence will be marked as exhibits and if relevant and probative admitted into evidence. The County Commission shall have the right to recess the hearing and visit the property in question for a view. Facts discerned by commission members of the view are evidence that may be considered. Each party shall have the right to make an opening and closing statement. The Enforcement Agency has the burden of providing its allegations by a preponderance of the evidence and shall have the duty to go forward with the evidence.

#### Section 4.5 Finding of Fact, Determinations, Conclusions of Law, Orders, Civil Monetary Penalties by the County Commission

- A. At the conclusion of the Section 4.4 hearing, the County Commission shall by a majority vote make findings of fact, determinations and conclusions of law as to whether a dwelling or building:
- (1) Is unoccupied and unfit for human habitation due to dilapidation, whether the result of natural or manmade force or effect, which would cause other building to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare; and/or
  - (2) Has defects that increase the hazard of fire, accidents or other calamities, whether the result of natural or manmade force or effect, which would cause the dwelling or other building to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare; and/or
  - (3) Lacks sanitary facilities whether the result of natural or manmade force or effect which would cause the dwelling or other building to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare; and/or
  - (4) Has other conditions prevailing therein whether the result of natural or manmade force or effect, which would cause such dwelling or other buildings to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare.
- B. At the conclusion of the Section 4.4 hearing, the County Commission shall by a majority vote make findings of fact, determinations and conclusions of law as to whether the removal and clean-up of any accumulations of refuse and debris or overgrown vegetation is warranted due to it being unsafe, unsanitary, dangerous or detrimental to the public safety or welfare.

And if these Findings of Fact, Determinations and Conclusion of Law are made the County Commission may by a majority vote, order the property owner or owners to repair, alter, improve, vacate, remove, close, clean up or demolish the dwelling or building in question within a reasonable time and to impose the civil monetary penalty (case by case) upon the property owner or owners jointly and severally for each day after the time limitation has passed for the ordered work to be performed and completed to the satisfaction of the County Commission and the order to the satisfaction of the County Commission and the ordered work has not been completed, or for any other failure to obey the order of the County Commission beyond the time limitation set for that compliance to have occurred.

## **ARTICLE 5. APPEAL OF THE DECISION OF THE COUNTY COMMISSION TO CIRCUIT COURT**

### **Section 5.0 Appeals of the Decisions of the County Commission to Circuit Court**

Appeals from the County commission of the decisions made in the Section 4.4 hearings to Circuit court shall be in accordance with the provisions of Article Three, chapter Fifty-eight of the Code of West Virginia as amended.

## **ARTICLE 6.0 PROCEDURES FOR CONTRACTING WITH VENDORS TO PERFORM ORDERED IMPROVEMENTS, DEMOLITION, REMOVAL OR CLEAN UP UPON THE PROPERTY OWNER TO COMPLY WITH THE ORDER OF THE COUNTY COMMISSION**

### **Section 6.0 Procedures for Contracting With Vendors to Perform Ordered Improvements, Demolitions, Removal or Clean Up Upon Failure of the Property Owner to Comply With the Order of the County Commission**

Upon Failure of the property owner or owners to perform the ordered duties and obligation as set forth in the order of the County Commission within the time limitation set by said order, the County Commission may advertise for and seek contractors to make the ordered improvements, demolition, and removal or clean up. The County Commission may make this contract contingent upon the order and decree of the Circuit Court making the contractor's costs or the contract amount in making these ordered improvements a lien upon the private land in question, and ordering that the contractor may enter upon the private land in question to make these ordered improvements.

**ARTICLE 7. EFFECTIVE DATE**

Section 7.0 Effective Date

The effective date of this Ordinance shall be upon its passage. \_\_\_\_\_

Dated: April 17, 2018

BOONE COUNTY COMMISSION

\_\_\_\_\_  
Eddie Hendricks , President

\_\_\_\_\_  
Mickey Brown, Commissioner

\_\_\_\_\_  
Craig Bratcher, Commissioner

**BOONE COUNTY ABANDONED BUILDING  
DILAPIDATED STRUCTURE AND REFUSE ON  
PRIVATE LAND ORDINANCE  
ENFORCEMENT AGENCY**

DATE \_\_\_\_\_

You have been identified as the owner of the property located at, \_\_\_\_\_

\_\_\_\_\_ ,  
which is a nuisance and possible health hazard. The continued existence of abandon structures/debris on the property violates State Law, and, as property owner, you are required to correct the problem. The County now invites you to do so before any legal action is taken.

Failure to clean up your property will result in the County Commission removing any abandon structures/debris by legal process. You will be responsible for all the expenses incurred by this removal process including, but not limited to, contractor fees, legal fees, court costs and any civil penalties that may be imposed.

To prevent these additions expenses, please contact our secretary within thirty (30) days from the date of receipt of this letter and advise her of your plans to have these buildings/debris removed. If you have any questions or require assistance in this matter please contact the office at 369-7304.

Sincerely,

\_\_\_\_\_  
Mike Vickers

\_\_\_\_\_  
Randall White

\_\_\_\_\_  
Kerry Dickens

\_\_\_\_\_  
Mark Long

\_\_\_\_\_  
Justin Marlowe

\_\_\_\_\_  
Donald Pauley

# COMPLAINT FORM

IN THE COUNTY COMMISSION OF BOONE COUNTY, WEST VIRGINIA

Boone County Enforcement Agency,

Complainant,

v.

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Owner(s)

In response to complaints, the Boone County Enforcement Agency began an investigation of the property located at

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Located within Boone County. As a result, the Agency made the following FINDINGS:

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(Attach additional sheets labeled "Findings, "if necessary). Furthermore, the above listed deficiencies constitute:

Unsafe/Unsanitary structures      Unsafe/Unsanitary refuse or debris or overgrown vegetation  
And is dangerous or detrimental to the public safety and/or welfare in violation of  
W. V. Code 7-1-3(ff).

To bring this property into compliance with State Law, the owner must complete this Agency RECOMMENDATIONS:

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(Attach additional sheets labeled "Recommendations," as necessary.)

Furthermore, the Boone County Enforcement Agency has directed the Technically Qualified County Employee from the Agency to initiate this petition before the Boone county Commission and seek appropriate remedies.

Unless the Owner(s) of the property file with County Clerk a written request for a hearing within ten (10) days of receipt of this Complaint, an order will be issued by the County Commission implementing the recommendations of the Enforcement Agency.

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President Enforcement Agency

**CITIZENS COMPLAINT FORM**  
REGARDING PROBLEMS ASSOCIATED WITH  
ABANDONED AND DILAPIDATED PROPERTIES  
OR REFUSE ON PRIVATE LAND  
IN BOONE COUNTY

1. Citizen Making Complaint

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Date: \_\_\_\_\_

2. Location of property with potential hazardous condition

(Street address or other description)

3. Name of property owner (if known):

4. Describe the scope and nature of any hazardous conditions on this property which threatens the public health safety or welfare.

Please return this form to:

Boone County Commission  
206 Court Street – Suite 300  
Madison, WV 25130

\_\_\_\_\_  
Signature