

****10-27-16 DRAFT****

<Date>

<Property Owner>

<Owner Address>

Re: Condition of Property <Orange County PIN> Located at <Address>

Dear <Property Owner>,

The Town of Carrboro has adopted a vacant, nonresidential buildings ordinance as Chapter 11A of the Carrboro Town Code, consistent with NCGS 160A-439, which provides for the Town's oversight of the conditions of such buildings in relation to the health, safety, and welfare of its citizens and residents.

Town staff have observed conditions at your property, and received numerous reports of such conditions from the community, that are not consistent with the standards of Town Code Chapter 11A and hereby requests permission to enter the property and conduct an inspection within 14 days of the receipt of this letter. The purpose of this inspection will be to determine whether the property has been properly maintained and whether the health, safety, and/or welfare of its occupants or the general public may be jeopardized by failure of this property to meet the minimum standards established by Chapter 11A.

If, after inspection, it is determined that the building does not meet the standards required by the ordinance, then as set forth in sections 11A-9 of the ordinance, a process will be initiated to further investigate the condition of the property and to determine what measures may be required to bring the building into compliance with the ordinance. You will have the opportunity to fully participate in that process as more particularly described in Section 11A-9.

If you have not granted permission for entry to the property by the date noted above, the Town will obtain an administrative search warrant in accordance with G.S. 15-27.2 to do so.

Please do not hesitate to contact me if you have questions. I look forward to receiving your permission to enter the property and working with you to resolve the conditions at <Property Address> that have led to its transmittal.

Sincerely,

<Name of Administrator>

<Title of Administrator>