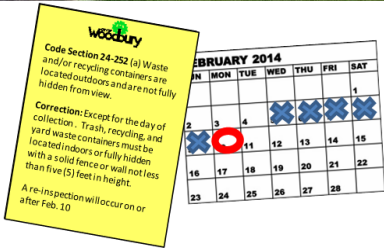


## Case Study

1. A residential complaint is received and then verified by city staff. If a violation exists...



2. A correction notice is issued. The owner is given a specified number of days to comply.



3. A re-inspection occurs. If compliance is achieved the case is closed. If not, a second notice will be mailed giving a specified number of days to comply. If compliance is not achieved at that time, a citation is issued.

*To submit a confidential complaint, contact the inspections department at (651) 714-3543.*

## Property Maintenance Checklist

*The following checklist was created to assist homeowners with maintaining their property by identifying common code requirements that may need correction:*

- Lawn height shall not exceed eight inches.
- All areas of the property are maintained free from noxious weeds.
- Landscaping (trees/plants/shrubs etc.) is alive and well maintained.
- Waste/recycling containers are located indoors or are not visible from adjoining properties.
- Materials and equipment are located indoors or are not visible from adjoining properties.
- No more than one piece of recreational equipment, not exceeding 24 feet in length, is located outdoors on an approved surface.
- Lawn areas are free from parking/storage of vehicles and recreational equipment.
- Building exteriors are maintained free from damaged materials and peeling paint.
- Windows, trim, and doors are in good condition.
- Accessory structures are maintained in good condition and do not encroach upon setbacks, easements or public property.
- Composting is properly contained and in a location approved by the ordinance.

### BUILDING PERMITS PROTECT YOUR INVESTMENT

Many home improvement projects require building permits. Some projects that may require a permit are decks, finished basements, electrical, HVAC, pools, roofing, siding, and window replacement. For more information please contact the Building Inspections Department at (651) 714-3543.



*A well-maintained property is a valuable asset to the neighborhood and community.*

8301 Valley Creek Road  
Woodbury Minnesota 55125  
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Community Development Department  
(651) 714-3543 · TDD (651) 714-3568

## Why is Code Enforcement Important?

Whether you're a homeowner, tenant or landlord - having pride in the community and pride in your home is the foundation of a great city. It helps keep neighboring property values high and the integrity of neighborhoods intact. This brochure is intended to educate residents and raise awareness on the importance of maintaining properties in order to protect property values, livability and the quality of a neighborhood.



## What is Code Enforcement?

The Code Enforcement division's primary goal is keeping Woodbury a healthy, safe, and beautiful place to live. Code Enforcement staff is responsible for the implementation of many sections of the city's Code of Ordinances. Ordinances are local laws which exist to promote our community standards, safeguard the quality of life for our residents, and protect housing investments for years to come.

The code of ordinances for the City of Woodbury governs many things, including, but not limited to, property maintenance, nuisances, signage, and zoning. Code Enforcement staff responds to inquiries and complaints regarding code issues. If a violation of the code is found to exist, typically a letter will be sent which outlines the steps that need to be taken to correct the violation.

[https://www.municode.com/library/#!/mn/woodbury/codes/code\\_of\\_ordinances?nodeId=14365](https://www.municode.com/library/#!/mn/woodbury/codes/code_of_ordinances?nodeId=14365)

## Top 5 Code Violations

*In effort to provide more awareness to the community, the Code Enforcement staff has identified the "Top 5" complaints received, corrections required, and some tips on how to avoid certain violations.*

### 1. Property Maintenance

Properties must be maintained to the standards adopted within City Ordinance and the adopted International Property Maintenance Code. Common violations include but are not limited to: peeling/flaking paint, damaged roofing/siding, damaged decks, damaged fences, and damaged windows.

### 2. Lawn & Yard Maintenance

Lawns must be maintained so not to exceed eight inches in height. If vegetation (trees, shrubs, etc.) has become lifeless it must be removed. If landscaped areas have become overgrown with weeds/grasses the overgrowth must be corrected and/or removed. If branches have become damaged they must be removed. Certain exemptions exist based on property zoning and planting materials; please contact enforcement staff with questions.



### 3. Exterior Storage/Debris

In general, all materials and equipment must be located indoors or be fully hidden behind a solid fence or wall no less than five feet in height so as not to be visible from adjoining properties. Properties must also be maintained free from refuse/waste. All waste material, debris, refuse, recycling, yard waste, or garbage shall be properly contained.

### 4. Refuse/Waste and Recycling Containers

Except for the day of collection, refuse/waste and recycling containers must be located indoors or be fully hidden

behind a solid fence or wall no less than five feet in height so as not to be visible from adjoining properties. Exception: Trash, recycling and yard waste containers may be placed at the curb after 6 P.M. the day before collection.

### 5. Recreational Equipment (Boats, RVs, trailers, etc)

One piece of recreational equipment not exceeding twenty-four feet in length may be located outdoors as follows: at least five feet from side and rear property lines, at least fifteen feet from the curb, and on concrete or blacktop.

## Seasonal Code Enforcement Issues

*Each season brings with it violations specific to the season; the following are just a few examples of violations to avoid during each season.*

- Spring: With snow melting, complaints are received on items that may have been covered by the snow. Particularly, sidewalks and properties must be kept clear of pet waste and other debris.
- Summer: Lawns must be maintained so as not to exceed eight inches in height. In addition, noxious weeds must be controlled or eradicated. This link will take you to a list of weeds classified as noxious in Minnesota:

[http://www.mda.state.mn.us/plants/pestmanagement/weed\\_control/noxiouslist.aspx](http://www.mda.state.mn.us/plants/pestmanagement/weed_control/noxiouslist.aspx)

- Fall: Compost containers shall be located in side or rear yards, at least five feet from side and rear property line and 20 feet from any habitable building on adjacent properties.

- Winter: The owner of any property adjacent to a public sidewalk shall keep such walk safe for pedestrians. No such owner shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 12 hours after its deposit thereon.

