

**TOWN OF ELLINGTON  
PLANNING DEPARTMENT  
ZONING ENFORCEMENT POLICY AND GENERAL PROCEDURES**

**Purpose and Authority**

In accordance with Title 8, Chapter 124 of the Connecticut General Statutes, as may be amended, and other applicable General or Special Acts or Ordinances, a duly appointed officer of the Ellington Planning Department shall have the authority to enforce the Ellington Zoning and Subdivision Regulations.

**General Policy**

Enforcement shall be prioritized to protect the public health, safety, welfare and property values of the community, in a fair and equitable manner. Enforcement will include both proactive and reactive enforcement. Zoning enforcement is not to be used as a means of furthering neighbor and/or civil disputes.

**General Procedures**

These procedures are not inflexible and adjustments may be made depending upon the nature and severity of the violation.

- Complaint received, evaluated for priority, and pertinent town records researched;
- Site investigation conducted. If violation found, site inspection notes compiled and photographs taken, when possible. Violation file created and violator contacted. Contact may be either written or oral. Nature of violation explained and remedy provided.
- Re-inspection conducted. If violation remains a formal Notice of Violation / Request for Voluntary Compliance may be issued, citing the regulation being violated and the remedy and timeframe for compliance.
- If the violation remains upon the expiration of the voluntary compliance date, a Cease and Desist Order may be issued, citing the violation, the required remedy and the right to appeal.
- If the violation remains and the right to appeal has expired, a Citation or other legal remedies may be issued/taken.

**Enforcement Priorities**

The following are general policies relating to prioritizing enforcement of the Ellington Zoning and Subdivision Regulations:

- Violations that pose immediate danger to the public health, safety and general welfare of the community.
- Violations related to development projects that are in the construction phase.
- Proactive enforcement programs initiated by the Commission or its staff.
- Reactive or complaint based enforcement.
- Anonymous complaints not posing an immediate threat to the public health, safety and welfare of the community.
- Complaints associated with neighbor and/or civil disputes shall receive the lowest priority.