



Understanding Code Enforcement

ANNE ARUNDEL COUNTY

THE BEST PLACE – FOR ALL

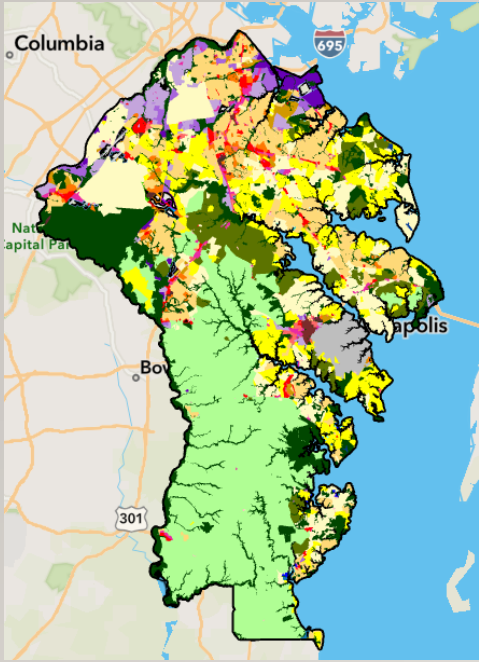
CODE ENFORCEMENT OVERVIEW

- In Anne Arundel County, nearly all code enforcement action is initiated by one of three units of the County government: the Office of Planning & Zoning, the Department of Inspections & Permits, and the Health Department.
- Code Enforcement involves taking all appropriate action to ensure that the Anne Arundel County Code is complied with at all times for the preservation of the environment and the natural beauty of the County, and for the protection of the over 570,000 residents of Anne Arundel County.



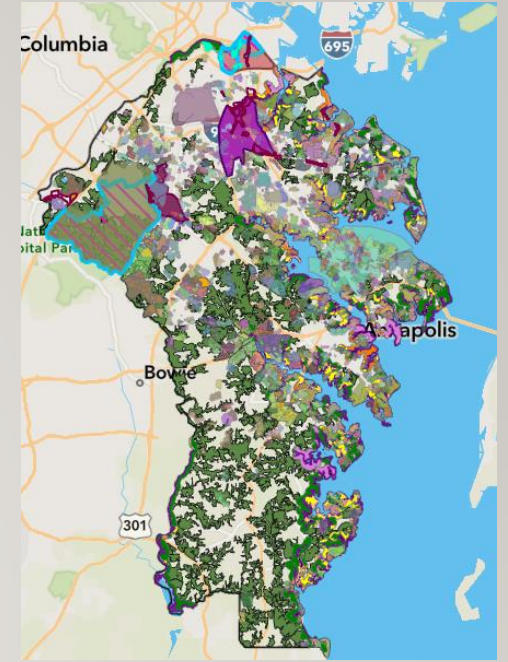
Anne Arundel County Zoning Enforcement





ZONING ENFORCEMENT

OVERVIEW, PROCESS, AND COMPLIANCE



Presented by: Ulric Dahlgren, Planning Administrator Zoning Enforcement

HOW ZONING WORKS

- **Zoning Districts:** The County is divided into zones, such as Residential (R), Commercial (C), Industrial (I), Maritime (M) Mixed-Use (MXD).
- **Allowed Uses:** Article 18 of the County Code describes regulations for each district and identifies where specific uses are allowed.
- **Permissive Code:** A use not specifically allowed is prohibited. Additional prohibited uses are listed in Article 18, Title 17
- **The Zoning Map:** The zoning map identifies where different uses are allowed.
- **Development Standards:** Bulk regulations control building setbacks (distance from property lines), height, lot coverage, density, and location of accessory structures.

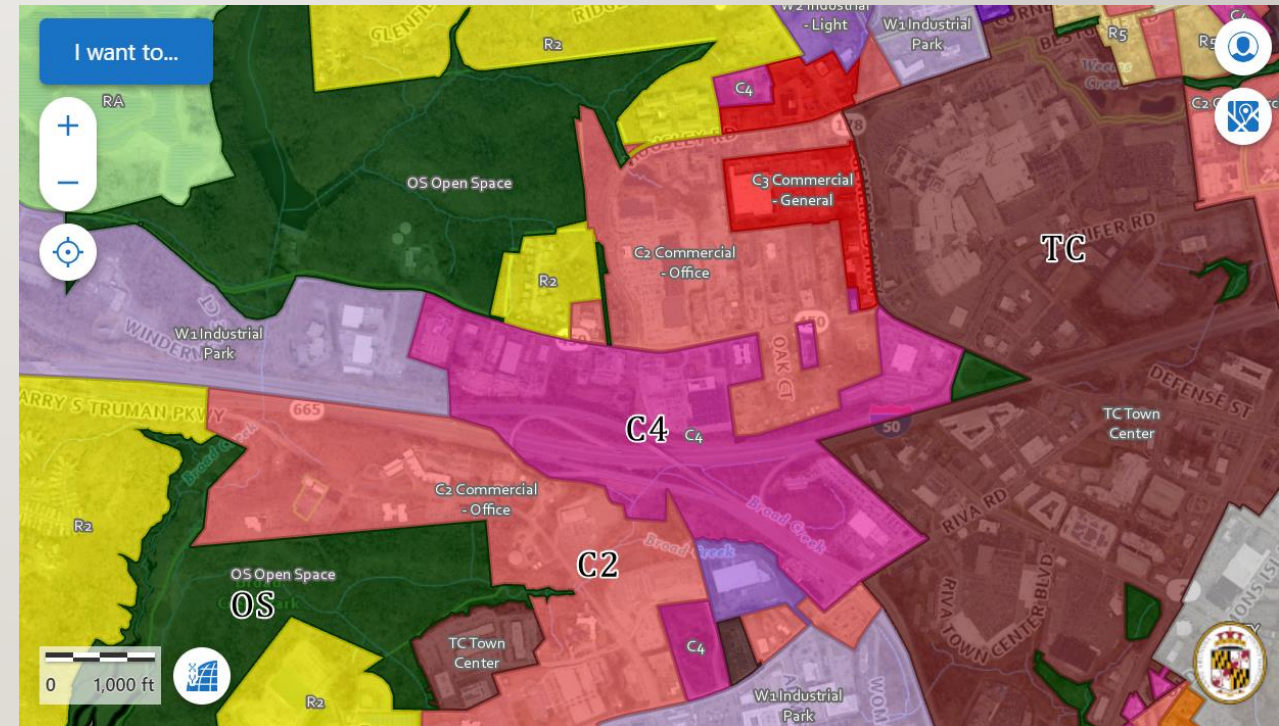
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export.amlegal.com/api/export-requests/c7c6ed84-3927-4ae7-a446-9d39bcd45ef6/download/

§ 18-4-106. Permitted, conditional, and special exception uses.

The permitted, conditional, and special exception uses allowed in each of the residential districts are listed in the chart in this section using the following key: P = permitted use; C = conditional use; SE = special exception use. A blank means that the use is not allowed in the district. Except as provided otherwise in this article, uses and structures customarily accessory to the listed uses also are allowed, except that guest houses as accessory structures are prohibited and outside storage as an accessory use is limited to the lesser of 10% of the allowed lot coverage or 500 square feet.

| Permitted, Conditional, and Special Exception Uses | RA | RLD | R1 | R2 | R5 | R10 | R15 | R22 |
|--|----|-----|----|----|----|-----|-----|-----|
| Permitted, Conditional, and Special Exception Uses | RA | RLD | R1 | R2 | R5 | R10 | R15 | R22 |
| Agritourism | C | C | C | | | | | |
| Airports and airfields | SE | | SE | | | | | |
| Alcoholic beverage uses as accessory to other uses | C | C | C | C | C | C | C | C |
| Animal hospitals and veterinary clinics | SE | SE | SE | | | | | |
| Assisted living facilities | | SE | SE | SE | SE | SE | SE | SE |
| Assisted living facilities I, community-based | P | P | P | P | P | P | P | P |
| Assisted living facilities II, community-based | C | C | C | C | C | C | C | C |
| Bed and breakfast homes | C | | C | C | C | | | |
| Bed and breakfast inns | SE | | SE | SE | SE | | | |
| Bird sanctuaries | C | C | | | | | | |



ZONING ENFORCEMENT OVERVIEW

- **Purpose:** Ensure that land use complies with local regulations, promoting orderly development, protecting community welfare and the environment, prevent incompatible land uses, maintain property values, and control development by enforcing rules on dwelling density, structure setbacks, parking, building height, size, and placement.
- **Compliance:** Investigate alleged violations of the zoning ordinance (e.g., illegal commercial activity in residential areas). Ensure compliance with variances, special exceptions, nonconforming uses, and other administrative decisions.
- **Orderly Development:** Zoning Certificate of Use (ZCU) review to ensure businesses and home occupations are compliant with zoning and development regulations, screening requirements, parking, and signage. All uses must obtain a ZCU, except for single family dwellings (SFD) and accessory dwelling units (ADU)
- **Community Standards:** Enforcing regulations related signage, setbacks, outdoor storage, screening, and land use. Protecting quality of live property usage to minimize hazards, nuisances, blight, noise, and traffic issues.



ZONING ENFORCEMENT STATISTICS

- **7 Inspectors** – assigned to geographic inspection areas
- **Administrative Assistant**
- **Field Supervisor**
- **Planning Administrator**
- **1,600** request for investigation annually
- **1,000+** active violation cases
- **400+** Citations Issued per year
- **400+** Process Zoning Certificate of Use (ZCU) applications
- **600+** Inspections per month

WHAT IS A ZONING VIOLATION?

- It is a zoning violation for an owner, occupant, person in charge, or any other person to use or to permit another person to use property in violation of Article 18 of the County Code.
- Common Violations Include:
 - Junk
 - Unregistered or inoperable vehicle
 - Prohibited outdoor storage
 - Illegal Signage
 - Commercial Vehicles Exceeding 10,000 lbs. GVWR in Residential District
 - Roosters, Livestock, & Fowl
 - Illegal Businesses
 - Multiple Dwellings



JUNK

Land may not be used partially or principally as a junkyard or for the disposal of junk including old, scrap, dismantled, inoperable, or dilapidated motor vehicles or motor vehicle parts, machinery, household furniture and appliances, construction equipment and materials, tanks and drums, tires, pipes, wood, paper, metals, rags, and glass.



JUNK





JUNK - SCRAP TIRES
&
PROHIBITED USE



BEFORE
2023



AFTER
2026

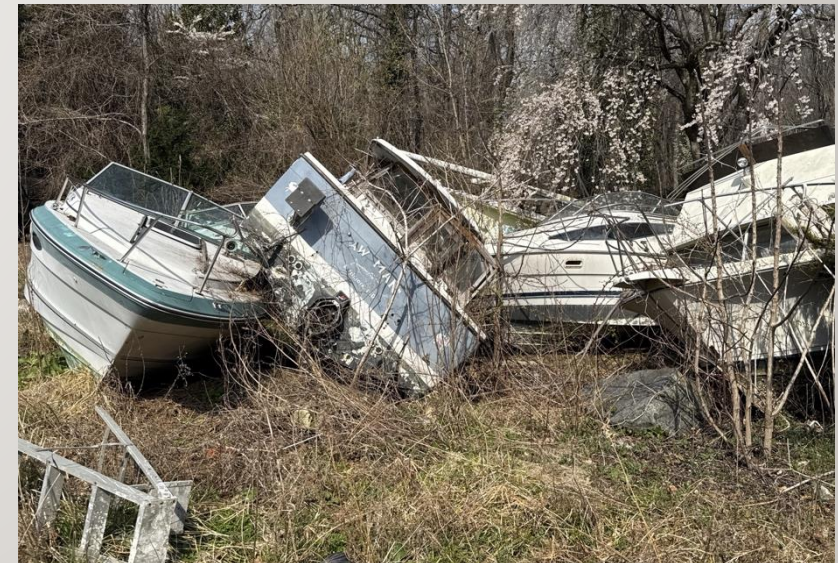
INOPERABLE OR UNREGISTERED VEHICLES (URVS)

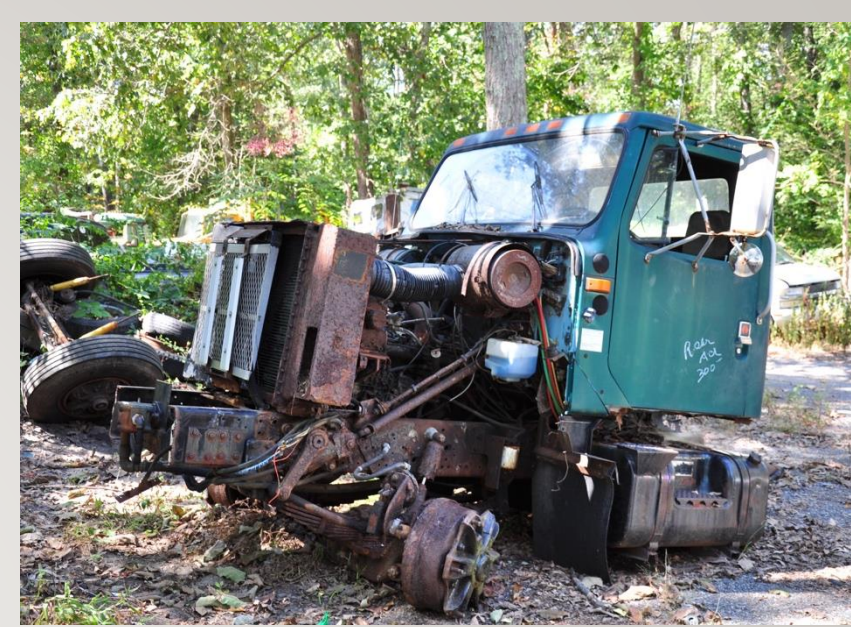
Parking and storage of inoperable, wrecked, partially dismantled or destroyed vehicle or any vehicle that does not display current registration plate and validation sticker. “Vehicle” means a motor vehicle, trailer, or boat.



URVS

Parking or storage on Private Property – Cars, Trucks, Trailers, and Boats

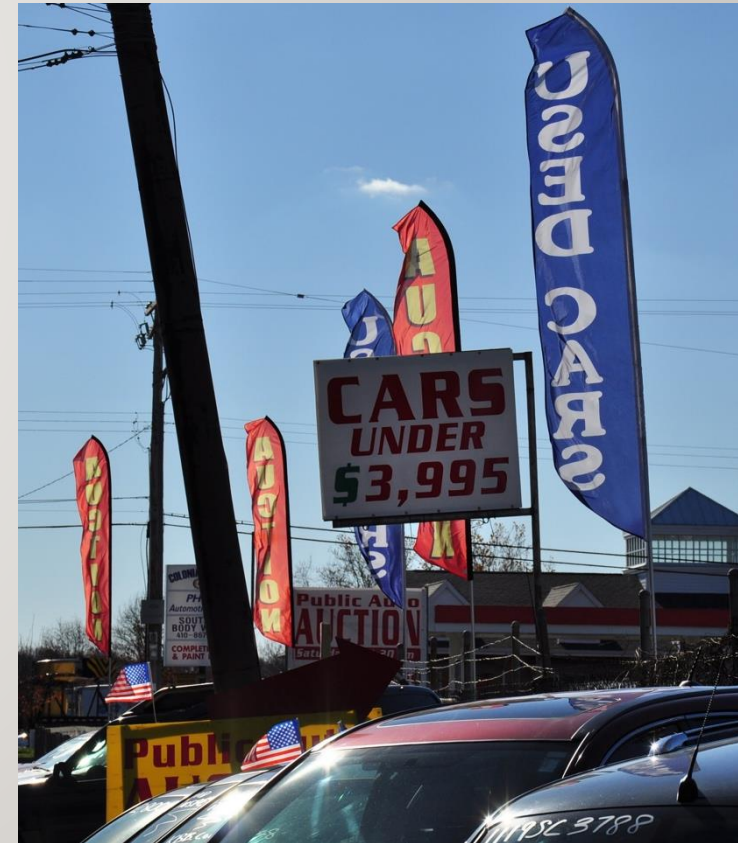




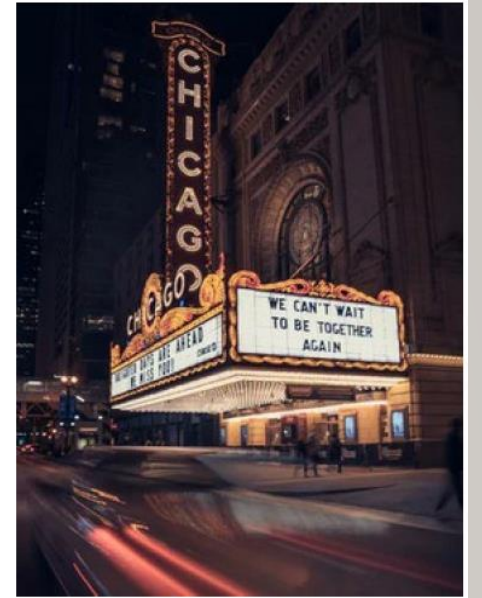


SIGNAGE TEMPORARY & PERMANENT

The quantity, size, height, location, and permitted timeframes for posting signs must comply with Article 18 Title 3 subtitle 3 of the County Code.



PROHIBITED SIGNS



Revolving and Whirling Signs

Blinking, Flashing, or Strobing Lights

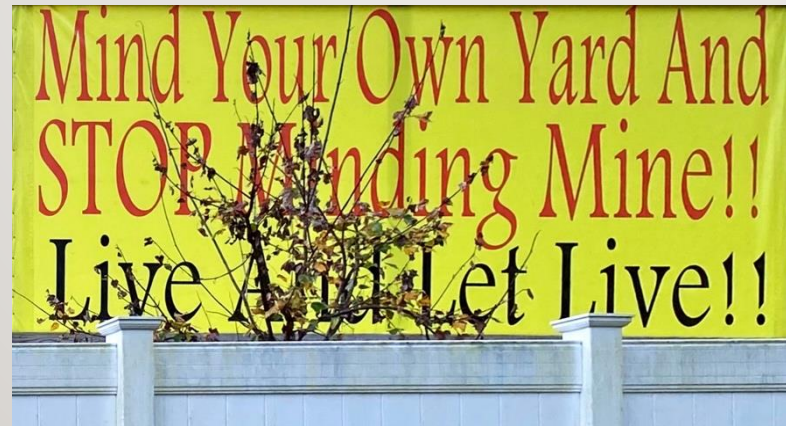


Roof Signs



Vehicle Parked Primarily for Signage

SIGN CONTENT IS NOT REGULATED BY ZONING ENFORCEMENT



OVERSIZED COMMERCIAL VEHICLES ON RESIDENTIAL PROPERTY

A vehicle with a manufacturer's gross vehicle weight rating of more than 10,000 pounds may not be parked on a residentially zoned or developed lot except for the purpose of providing temporary service.



PORTABLE STORAGE CONTAINERS IN RESIDENTIAL DISTRICTS

Shipping or cargo containers, trailers, truck compartments, and similar portable storage containers are prohibited in residential districts for a period of more than 60 days unless used in connection with construction authorized by an active building permit issued by the Department of Inspections and Permits.



LIVESTOCK ROOSTERS & FOWL

Roosters and livestock are prohibited on lots less than 40,000 square feet in area. The quantity and type of animals kept on private property must comply with Article 18-4-104 of the County Code.





CHICKENS & ROOSTERS

Article 18, Title 4, Subtitle 1

- Quantity and type of chickens based on lot size.
- Coop and enclosure setbacks
- Kept in a fenced area.
- **Roosters prohibited** on lots under 40,000 square feet!



CHICKENS & ROOSTERS

40,000 square feet (Per Bird Unit)

- 32 Chickens **including Roosters**
- 16 Ducks
- 8 Turkeys
- 8 Geese
- 1 Ostrich
- 2 Emus
- Other Fowl, 100 pounds



20,000-40,000 square feet (Per Bird Unit)

- 8 Chickens – **Hens Only!**
- 4 Ducks

15,000-20,000 square feet

- 6 Chickens – **Hens Only!**

10,000-14,999 square feet

- 4 chickens – **Hens Only!**

9,999 square feet or less

- Chickens Prohibited



HOUSEHOLD PETS

CATS

- 9 cats per household

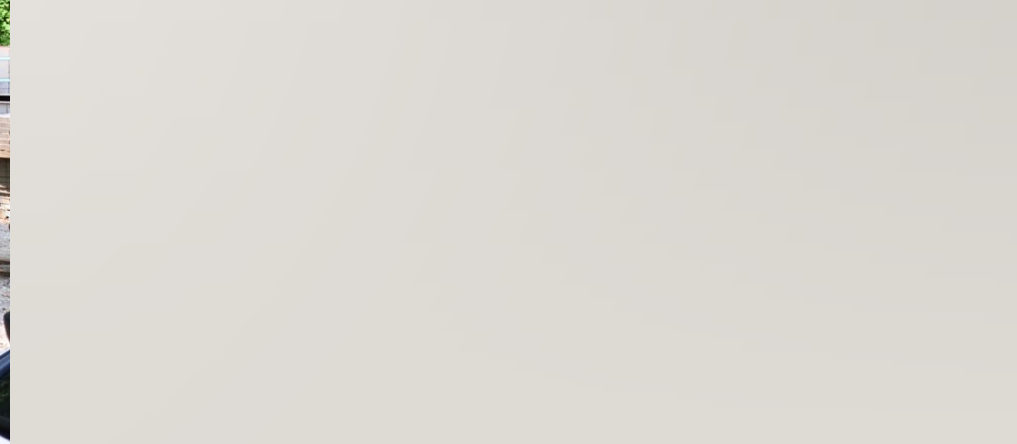
DOGS

- 1 to 4 dogs: no requirement
- 5 to 6 dogs: 25,000 SF
- 7 or more 40,000 SF, plus 5,000 SF for each dog above 7



ILLEGAL BUSINESS

- Uses must comply with the use charts specified in Article 18-4-106 of the County Code. Specific types of businesses are allowed in each zoning district. A use not specifically allowed is prohibited.



INITIATING A USE WITHOUT A ZONING CERTIFICATE OF USE (ZCU)

The County Code requires that all uses, except single family dwellings and accessory dwelling units, obtain ZCU. It is unlawful to operate a business or establish a use without first obtaining a ZCU.



MULTIPLE DWELLINGS AND ACCESSORY DWELLINGS (ADU)

A specific number of dwelling units and types of dwellings are allowed in each residential zoning district.

Accessory Dwelling Units (ADUs) must comply with conditional use criteria described in Article 18



RESIDENTIAL LIGHTING VIOLATIONS

Light fixtures must be arranged to direct the light downwards the property on which the light fixture is located and away from adjoining residential lots or confine the light to an object such as a flag or landscaping.



Violation

Compliant



WHAT IS NOT A ZONING VIOLATION



- **Noise disturbances from animals or animal care complaints:** Contact [Animal Services](#)
- **Noise disturbances from loud music:** Contact the [AACO Police](#)
- **Tall grass and weeded lots:** Contact the [Department of Public Works](#)
- **Vehicle parking infractions on a public road, including unregistered vehicles or oversized commercial vehicles (exceeding 10,000lbs GVWR):** Contact the [AACO Police](#)
- **Garbage or trash accumulation:** Contact the [Department of Health](#)
- **Rodent infestations.** Contact the [Department of Health](#)
- **Unsafe structures or open to casual entry:** Contact the [Department of Inspections & Permits](#)
- **Grading or clearing concerns:** Contact the [Department of Inspections & Permits](#)
- **Unauthorized construction:** Contact the [Department of Inspections & Permits](#)



HOW TO REPORT A SUSPECTED ZONING VIOLATION

- Land Use Navigator (LUN)



- 311 – SeeClickFix



ZE ENFORCEMENT PROCESS

1. Written complaint from the public or government agency.
2. Zoning violation case opened
3. Site Inspection & Investigation
4. Notification of property owners and responsible parties
5. Follow-up Inspection
6. Citation or Injunction
7. Legal referral
8. Legal review and Court Filing
9. Court date and trial
10. Follow up inspections
11. Abatement Referral

UNIFORM CIVIL CITATION 0Z47118379
Citation Number

WITNESS
 RELATED CASE# / CITATION(S)

District Court of Maryland for Anne Arundel County - Annapolis
251 Rowe Boulevard, Annapolis, Maryland 21401
Address

Anne Arundel County, Maryland Office of Planning and Zoning
County/Municipality/Start of Maryland vs. Agency

SIMPSON HOMER J.
Defendants (Last) Name First Middle

742 EVERGREEN TERRACE
Current Street Address

SPRINGFIELD MD 49007
City County State Zip

DOB Height Weight Sex Race Hair Eyes
Telephone No. Day/Night Email:

Based on personal knowledge of the undersigned officer the attached affidavit, the Defendant is charged with a violation of Article 18-17-102(c) of the Anne Arundel County Code, which prohibits: the parking, storage, collection, accumulation or abandonment of any inoperable, wrecked, partially dismantled or destroyed vehicle or any vehicle (including motor vehicles, boats or trailers) that does not display all information required by law, including a current registration plate and validation sticker.

8:35 AM PM 2 / 27 / 2026
Time Month Day Year

at 742 EVERGREEN TERRACE SPRINGFIELD, MD 49007


Anne Arundel County, MD in violation
of: Md. Ann. Code Municipal Infraction/County Ordinance/Public Local Law/Local Code COMAR
Document/Article 18 Section 17 Sub Section 102 Paragraph (c)

Each day a violation continues is a separate infraction subject to an additional citation.
I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation.
 Defendant's Signature _____

INSTRUCTIONS
 YOU MUST APPEAR IN COURT: A notice of trial date will be mailed to you.
 YOU MAY PAY A FINE of 125.00 (entire amount required) by _____ to the:
 District Court. Payment of the fine will not close the case if abatement action is pending.
 Agency/Municipality ANNE ARUNDEL COUNTY, MARYLAND
at 2664 RIVA ROAD 3RD FLOOR ANNAPOLIS, MD 21401
Payment Location
 and AVOID TRIAL. This will be deemed an admission of guilt and a trial date will not be set.
YOU MAY ELECT TO STAND TRIAL by sending your request in writing to the:
 District Court Agency/Municipality Anne Arundel County Office of Planning & Zoning
in writing by _____ at 2664 Riva Road 3rd Floor Annapolis, MD 21401
Date Address
DO NOT SEND PAYMENT OF FINE. The District Court will mail you a notice of your trial date, time, and location. AT TRIAL, the Court may impose a fine up to the maximum allowed by statute plus court costs.
 IN ADDITION, ANNE ARUNDEL COUNTY is seeking abatement of this infraction.
You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs. Payment of the preset fine will not satisfy the abatement action and an order of abatement may still be entered against you.

FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.
 FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE:
 will deem you liable for the fine assessed; the fine may be doubled and/or a judgement on affidavit may be entered against you including an order of abatement.
 you may be found guilty of a Code violation and the maximum fines, court costs, and administrative expenses can be imposed.
 FAILING TO APPEAR FOR A REQUESTED TRIAL DATE:
 the fine may be doubled and a judgement on affidavit entered against you;
 you may be found guilty of a Code violation and the maximum fines and costs can be imposed.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters.
 The Defendant is not now in the military service as defined in the Servicemembers Civic Relief Act.

 Ulric Dahlgren 3/3/2026
Issuing Officer's Signature Officer's Printed Name Date

Anne Arundel County Office of Planning and Zoning 410.222.7446
Agency Sub-Agency I.D. No. Telephone

DC-Q28 (Rev. 10/2017)

Why is it taking so long?

- **Inspection and Investigation:** It may take multiple observations to confirm a violation or build a strong case.
- **Due Process Requirements:** Enforcement must proceed in accordance with established legal processes that protect individual rights, ensure fairness, preserve the integrity of enforcement actions, and support favorable outcomes in court.
- **Voluntary Compliance Timeline:** Adequate time to comply must be given to property owners. Time extensions may be granted to allow owners to comply with the code.
- **Responsible parties:** owners must be located and notified. Distressed properties may have unclear ownership, deceased owners, pending legal challenges, or owner evading legal service (dodging).
- **Legal Service:** Defendants must be served correctly in order to proceed with legal action.
- **Administrative actions:** may be pending, including variances and nonconforming uses. Pending administrative options must be exhausted prior to enforcement.



How long does the zoning enforcement process take?

- **Voluntary Compliance (30-90 days):** many violation cases can be resolved within 30 days from the date of the first violation notice if the property owners are responsive and cooperative.
- **Citation (4-10 Months)** if the property owners fails to take corrective action by the compliance date, a citation similar to a speeding ticket, may be issued.
- **Failure to pay Citation or Injunction (10 -12 Months):** the property owner fails take corrective action, pay a citation, or elects to stand trial, a court order is required to resolve the case.
- **Abatement (1 year+):** If the defendant does not comply with the court order, the County may remove the violations.



Code Compliance

Anne Arundel County
Department of Inspections & Permits

James J. Haupt
Anne Arundel County
Code Compliance Supervisor

03.30.2016

THE VIOLATION

- What is the violation?
 - Scope, Grading, Building, etc.
- What party (or parties) is responsible for the violation?
 - Who is performing the work and who owns the property (stakeholders).
- What needs to be resolved now/later?
 - Sediment & erosion, site stabilization, permitting, secure from casual entry.
- What happens if the stakeholders do not comply?
 - Notice of violations, citation, court referral.

THE DIVISION

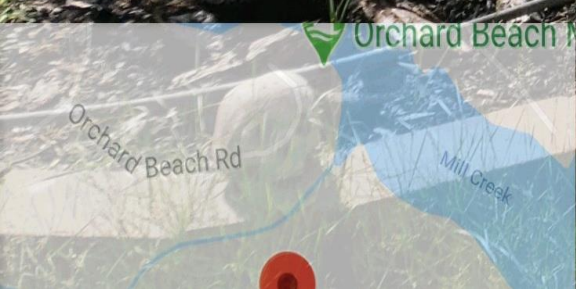
- The Code Compliance Division was established by the County in 2006 to utilize dedicated Construction and Environmental Code Inspectors to investigate non-permitted land development and construction complaints; document violations if they exist, and to see those violations through to abatement, i.e., after-the-fact permits, variances and/or State and federal authorizations.
- In cases of documented construction or environmental code violations, after-the-fact compliance may be voluntarily pursued by the property owners, or, lacking that cooperation, as mandated by a Judgment or Order of the Court.
- Court proceedings are initiated through issuance and service of Uniform Civil Citations, or an injunctive complaint filed with the court by the County Attorney's Office. More egregious violations may be referred to the State Attorney General's Office or the Office of the State's Attorney for criminal complaints, however, the vast majority of cases are civil proceedings.
- Additional responsibilities of the Code Compliance Division include site review and forestry.



What is a violation?

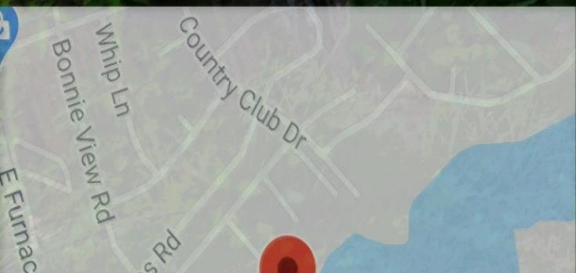
03.30.2016

IDENTIFYING THE VIOLATION: WHERE THE DIRT CAME FROM



Jun 18, 2020 4:00:21 PM
200 Forest Beach Road

WHERE THE DIRT WENT



Jun 18, 2020 4:00:42 PM

WHAT'S MISSING

Jun 18, 2020 4:01:04 PM



GRADING PERMIT REQUIREMENT

§ 16-3-201. Approval required; exceptions.

(a) **Approval required.** Except as provided in subsection (b), a person may not:

(1) grade without a grading permit issued by the Department;

(2) clear or grade in the critical area buffer, expanded buffer, or buffer modification area described in § 18-13-104 of this Code without a standard grading plan, a grading permit, or an approved vegetation management plan, buffer management plan or forest management plan; or

(3) do logging without a grading permit issued by the Department.

(b) **Exceptions.** Approval is not required for clearing or grading associated with:

(1) agricultural land management practices or agricultural buildings, as defined in Article 15, except that an approved standard grading plan that is also approved by the Anne Arundel Soil Conservation District is required for agricultural buildings that involve disturbing between 5,000 square feet and one acre of land. In addition, an erosion and sediment control plan approved by the Anne Arundel Soil Conservation District is required in lieu of a standard grading plan or grading permit for agricultural buildings that involve disturbing more than one acre of land;

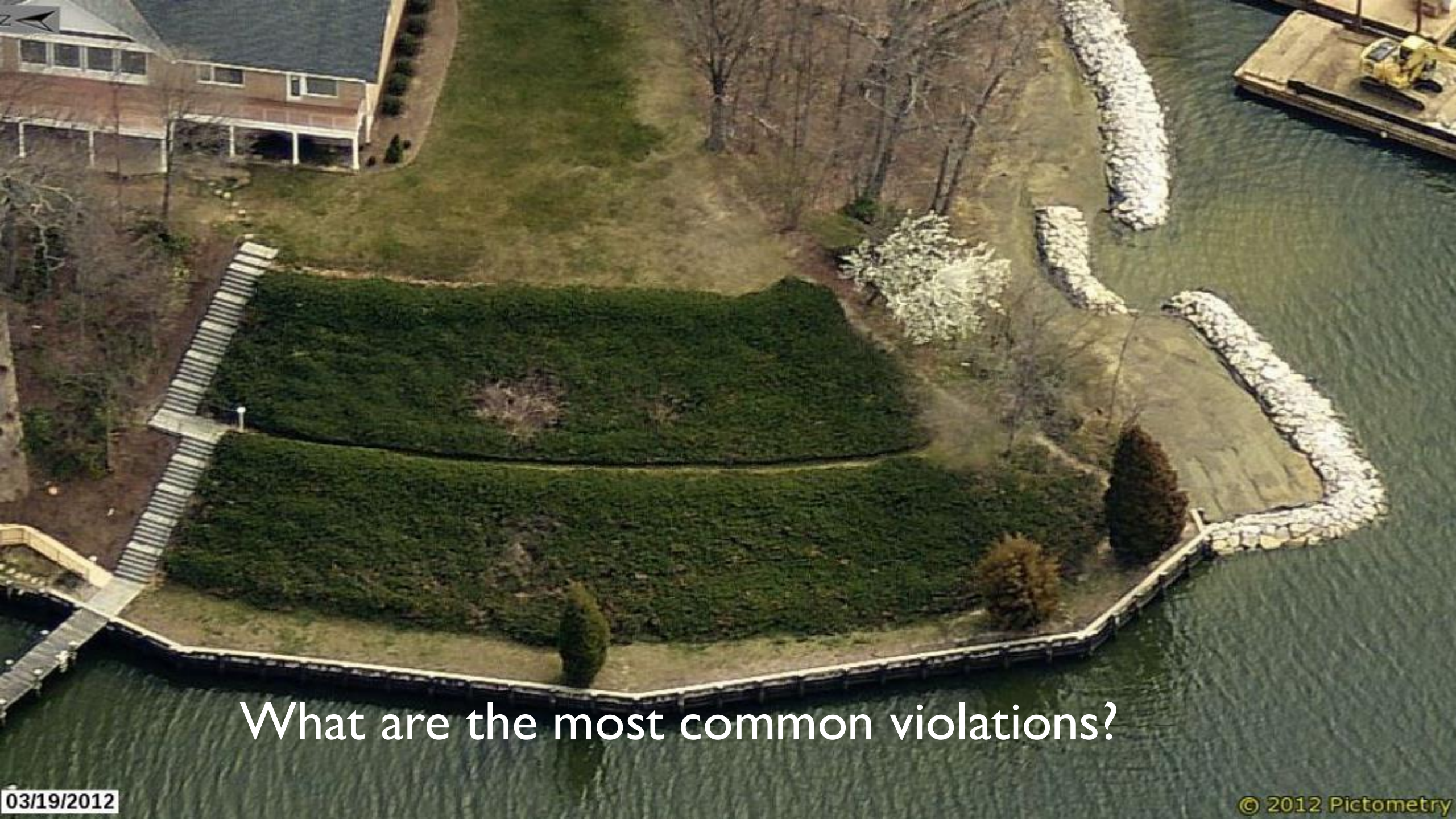
(2) the laying of water, sewer, gas, electrical, telephone, or cable television lines that disturbs less than 100 linear feet, or 500 linear feet for individual single family residential lots provided the overall disturbance is less than 5,000 square feet;

(3) activities that are subject exclusively to State approval and enforcement under State law;

(4) activities under a standard grading plan approved by the Department under § 16-3-202; or

(5) disturbing less than 5,000 square feet of land or unless prohibited by subsection (a)(2) of this section or other applicable State or federal law.





What are the most common violations?



Removal of Vegetation

01/02/2018

© 2018 Pictometry



GRADING WITHOUT A PERMIT

Dumping of 280 dump truck loads of building demo debris into the Patapsco River to create fast land.



- Grading and clearing over 5,000 sf – § 16-3-201(a)(1)
- Grading without an approved stormwater management plan – § 16-4-201(a)
- Sediment and erosion controls down/missing – § 16-5-101



- Grading over 5,000 sf, stockpiling, and filling – § 16-3-201(a)(1)
- Grading without an approved erosion & sediment control plan – § 16-3-204
- Grading without an approved stormwater management Plan – § 16-4-201 (a)
- Sediment and erosion controls down/missing – § 16-5-101

May 2, 2022 2:05:43 PM



Illegally placed stone
revetment





944

942

940

938

Construction without a permit



08.28.2014 14:15



08.28.2014 14:14

Open storage of trash and debris (stockpiling)



01.18.2017



Failure to comply with approved sediment control plan.

03 . 30 . 2016



OBSERVATIONS WITH A DIFFERENT PERSPECTIVE



08.11.2022



08.11.2022


Tree cutting and ground disturbance

04/09/2018

Cutting the tops
out of trees in
the 100-foot
buffer or
expanded buffer

Mar 28, 2019 12:41:33 PM
849 Coachway
Annapolis
Anne Arundel County
Maryland



An aerial photograph showing a wooded area with a wooden dock on the left, a colorful kayak on the ground in the center, and a wooden structure with a log pile in the middle. The ground is covered with dry leaves and twigs. The trees are mostly bare, suggesting a late autumn or winter setting.

In short, report any activity that looks strange and may damage the environment.

03.14.2014 15:04

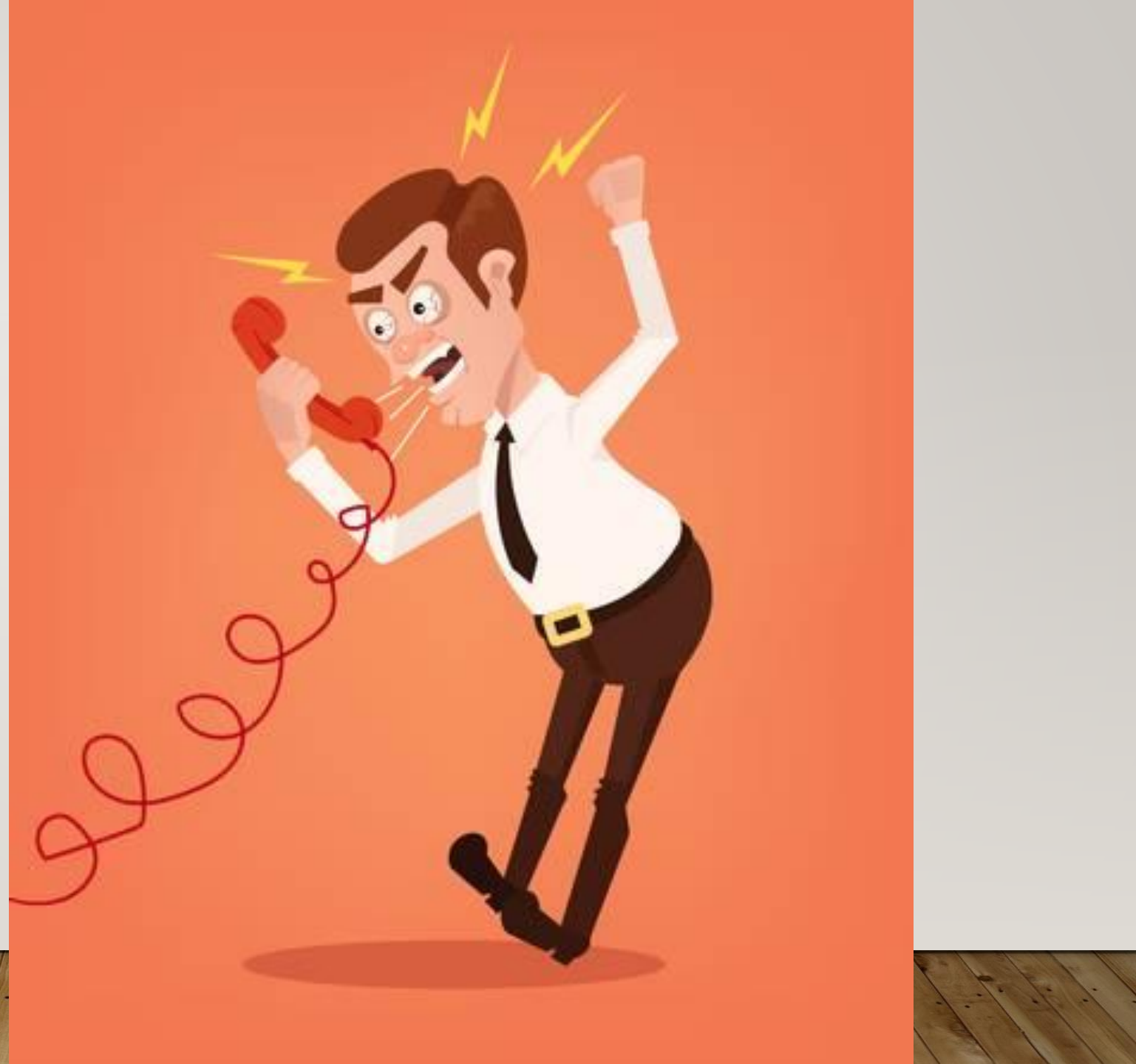


How
can I
help?

What information can you provide to assist in the investigation?

- A good address (location).
- A good description of the problem.
- Names of contracting trucks.
- Photographs, dated and time stamped.
- Your name, email and phone number.

After I report a
complaint on 311,
and the system states
the complaint is
“**CLOSED**” !!!!
What happened to
my complaint?



CHECK THE STATUS OF AN ENFORCEMENT CASE

- Once Anne Arundel County receives a complaint from the public, the complaint is opened in our dispatch and tracking system called Case Manager.
- You can view and track the progress of your complaint online in just a few steps.
- To view the status of an enforcement action, you can simply go to aacounty.org, select "departments", select "Inspections & Permits", click on "code compliance" from the left sidebar, and fill out one of the search boxes on the "Check the Status of a Code Violation" page.

This is our County, take
ownership.



03.30.2016

Health Department Code Enforcement Process



Anne Arundel County Department of Health

Kellen Hamill, L.E.H.S.,
Community Housing Program Supervisor

RUBBISH AND GARBAGE VIOLATIONS

- Accumulations on property
- Improper Storage
- Damaged Containers





RODENT HARBORAGE



RODENT HARBORAGE





EXCESSIVE PET WASTE



SEWAGE OVERFLOWS AND BACKUPS



STAGNANT/UNSANITARY SWIMMING POOLS



MAINTENANCE OF EXTERIOR STRUCTURE AND ACCESSORY STRUCTURES



VACANT STRUCTURES OPEN TO CASUAL ENTRY



NOT HEALTH DEPARTMENT VIOLATIONS

- Junk and Vehicles – Zoning
- Structures in Danger of Collapse – I&P
- Vegetation
 - Tall grass/weeds – DPW Weeded Lot Program
 - Trees/shrubs/vines encroaching on properties – civil matter between property owners
- General Pests and Wildlife
 - Mosquitoes, midges, spotted lanternflies addressed by Maryland Department of Agriculture
 - Nuisance or sick, orphaned, or injured wildlife addressed by Department of Natural Resources

VACANT PROPERTY ABATEMENT OF NUISANCES

- Health Officer may enter a vacant premises to abate a nuisance after 15 days of Notice
 - Remove accumulations of rubbish or garbage
 - Exterminate rodents
 - Treat with larvicide, cover, or remove unsanitary swimming pools
 - Secure structure to casual entry by boarding open doors and windows
- Property owner is billed for work completed with lien placed against property if not paid in 30 days
- Nuisance Property designation 2 or more abatements are performed within 6 months
 - Immediate abatement of further violations
 - Property must remain in compliance for 3 consecutive monthly inspections to remove designation

LIMITATIONS

- Class D Civil Violations
 - \$125 fine
 - Defendant has right to elect to stand trial
- Access to private property
 - Inspectors cannot enter a property without owner or legal occupant's permission
 - Inspector must be able to directly observe violation
- Limited budget for abatements
- Inspections made on complaint basis only
- Owner must be properly served
- Changes of ownership
- Minimum Health and Safety Standards

ANNE ARUNDEL COUNTY OFFICE OF LAW



Kelly Kenney, Supervising County Attorney
Curran Ritter, Assistant County Attorney

REFERRALS TO THE ANNE ARUNDEL COUNTY OFFICE OF LAW

- Code Enforcement matters that are referred to the Office of Law can proceed as four possible actions: citation, injunction, contempt, or abatement.
- In fiscal year 2025, the Office of Law received 191 citation and injunction referrals.

REFERRAL PROCESS

- Referrals from County agencies and departments are routed to the County Attorney who forwards the referrals to the appropriate section of the Office of Law.
- A Supervising County Attorney reviews the file and assigns matter to one of, currently, five Assistant County Attorneys who, among other responsibilities, prosecute municipal infractions.
- The Assistant County Attorney reviews the file and handles the matter through the judicial process.

REVIEW OF THE REFERRAL

- The Assistant County Attorney is looking to verify:
 - On what dates were inspections conducted, are there notes and photos of those inspections, any discrepancies in information;
 - What notices were sent out, what did they identify as the violations, who were they addressed to, where were they sent;
 - Ownership of the property through SDAT records or other resources;
 - If the referral is for a citation, is the citation ready to file or are changes/corrections necessary?
- If any concerns related to the facts of the case should arise, the Assistant County Attorney contacts the appropriate inspector or agency for clarification.
- The Assistant County Attorney also reviews the file for potential legal and evidentiary issues.

CITATIONS

- Citations are only for a single violation on a single date/time. The fine that can be charged on a citation is limited to \$1,000 by County Code.
- If the citation is ready to proceed, it is forwarded to district court and a trial date is set by the clerk's office.
- If the citation is not ready to proceed, then a further analysis is conducted regarding what issues are present and the viability of the citation.
- Some options that are considered when an issue is discovered include: can the citation be amended and proceed, should a new citation be issued, or should the matter proceed as an injunction.

INJUNCTIONS

- Injunctions are generally used for more expansive, critical area, or continuing violations where additional fines or abatement authority is being requested.
- Following the review of the records from the referring agency or department, the Assistant County Attorney will work with the inspector to draft the pleadings (complaint, proposed judgment, demand for judgment on default, affidavit(s)).
- Once the injunction pleadings are drafted, the affidavit is sent to the inspector for review and signature and the injunction is filed in district court.

FILING CITATIONS AND INJUNCTIONS

- Citations will always be filed in District Court and, except in unique circumstances, injunctions will also be filed in District Court. The clerk's office will usually set the matters for a hearing in the Annapolis District Court.
- The clerk's office selects the court date. For citations, that will usually be 1 to 2 months after filing. For injunctions, usually 3 to 4 months.
- After an injunction is filed, the clerk's office will provide paperwork to the County to serve on the Defendant. The County will attempt to serve the Defendant in the manners authorized in the state rules. If the County is unable to serve the Defendant through the normal processes, the County would have to look into other options and request the approval from the Court to pursue a different method of service.

THE COURT'S ORDER

- On the trial date, the County will generally request that the court enter a judgment containing several orders or responsibilities.
 - abatement: the County will request that the court impose a judgment that requires the Defendant to abate the violation (for example, remove junk, rubbish, unregistered vehicles or obtain and complete the necessary building or grading permits). The county will seek one or several deadlines for abatement
 - County abatement: The County will often seek the authority to complete abatement of the violation itself if the defendant fails to do so. This includes a right of entry, waiver of rights and interest in removed items, right to open gates/locks/etc., that any costs become a lien on the property.
 - Fines: The maximum fine that can be imposed is established by the County Code.
 - Right of entry to inspect and abate
 - Service costs
 - Right to enter in land records

NONCOMPLIANCE: CONTEMPT

- If the Defendant does not comply with the Court's Order imposed pursuant to an injunction or citation, the County can file a Request for a Show Cause Order for Contempt with the Court.
- The County has to serve the Defendant using the same processes used for injunction documents, and the clerk's office will set a new hearing date.
- If the Defendant is found in contempt the County generally seeks the same conditions (timeline for abatement, fine, service costs, etc.) as are requested in the initial judgment.
- Purge conditions are also required in any order obtained.
- Incarceration

NONCOMPLIANCE: COUNTY ABATEMENT

- One other option potentially available to the County if the Defendant fails to comply with the Court's Order is to pursue County abatement of violations.
- This authority generally has to be granted by Court Order.
- There are limitations to when the County can or will pursue this remedy (grading, construction, funding, timing, ownership, notice).

COUNTY ABATEMENT

Zoning Enforcement may remove zoning violations with authorization of court order.



County Abatement



COMMON DELAYS

- Further action required on initial review
- Postponements and scheduling
- Circuit Court appeals, or pending variance, permit, or other applications
- Inability to abate and noncompliance
- Service, inability to locate record owner
- Ownership of property

CONTACT INFORMATION

- To report a complaint to the Office of Planning & Zoning, Department of Inspections & Permits, or the Department of Health, you can use the Anne Arundel County 3-1-1 reporting tool in the following ways:
 - Online: At <https://www.aacounty.org/contact/report-concern> or https://seeclix.com/md_anne-arundel
 - Mobile: By using the SeeClickFix mobile app
 - Phone: By calling 3-1-1 to reach an Anne Arundel County customer service representative (410-222-7000 if outside the county).
- To contact the Zoning Enforcement section of the Office of Planning & Zoning directly, please use the following:
 - Submit a complaint via the Land Use Navigator (LUN) at <https://www.aacounty.org/planning-and-zoning/land-use-navigator>
 - Phone: Call the Zoning Enforcement main line: 410-222-7446
 - Website: <https://www.aacounty.org/planning-and-zoning/zoning-enforcement>
- To contact the Code Compliance Division of the Department of Inspections & Permits, please use the following:
 - Check the status of a compliance case initiated by I&P at <https://www.aacounty.org/inspections-and-permits/code-compliance/compliance-review-system>
 - Phone/ Email: Call or email James Haupt at 410-222-4602 or iphaupt00@aacounty.org
 - Website: <https://www.aacounty.org/inspections-and-permits/code-compliance>
- To contact the Community Housing Program of the Department of Health, or to report a suspected violation of the County's Property Maintenance Code, please use the following:
 - Phone: 410-222-7192
 - Website: <https://www.ahealth.org/environmental-health/housing-protection>
 - Email: hdsodhf@aacounty.org
- Maryland Public Information Act (MPIA)
 - Requests for more detailed information may require the submittal of a Public Information Request (MPIA Request).
 - The MPIA Requests forms for the various County agencies and departments can be found at: <https://www.aacounty.org/pia>



QUESTIONS?



Thank You!

