

VILLAGE OF FOLSOM
DEMOLITION AND CLEARANCE PROCEDURE FOR BUILDINGS

STEP 1: Written recommendation of condemnation and clearance signed by the
DATE Building Inspector and sent to the Board of Alderman or Town Council
----- Secretary to start process.

STEP 2: A "Notice to Owner , Occupant, or Attorney-ad hoc" is completed by the
DATE Building Inspector and given to the Secretary of the Council for service
_____ (delivery). Service must take place at least 10 days before the Council
Meeting at which the item is to be discussed. Service may be by registered
Mail, delivery by the Police Dept., or by the Building Inspector (or their
Designated representative).

STEP 3: Secretary to the Council records service notice with the Parish Clerk of
Date Court after proper service is verified.

STEP 4: Secretary to the Council places condemnation on Council agenda for
DATE Public hearing.

STEP 5: At hearing the Council may order the demolition and clearance or repairs
By the owner within a 60 day time period (or other reasonable time period
Any comments from the owner or their representative should be heard at
The Council hearing. In cases where owner refuses to act on the order or
Can not act, the Council may order demolition and clearance by an
Independent contractor or by Town crews. A contract with this person
Or business should be recorded in the Parish Clerk of Court's Office.
This action by the Council may take place after a 60 day (or appropriate
Time period) has elapsed in which the owner or owner's agent has not
Date Complied with the demolition order.

STEP 6: A "Notice of Commencement of Demolition" is sent or delivered to
The owner by the Council Secretary when the demolition is about to
Be undertaken by the Town or its contractor. Contractor or owner
Date must secure a demolition or renovation permit before any work takes
_____ place on the property.

**STEP 7: If a longer period of time is needed (than originally ordered by Council)
Date: To accomplish the demolition and clearance, then a written request for
Extension must be made by the owner to the Town Council or Board of
Alderman.**

**STEP 8: Building Inspector certifies to the Town Council that the work is
Completed as ordered that it is accepted by the Village.**

**Step 9: If the work is paid for or completed by the Village, then a "*Notice of
Lein Rights*" and "*Affidavit of Costs*" must be filed and recorded with
The Parish Clerk of Court's office pursuant to Louisiana Revised Statutes,
Section 33:4766, and a copy mailed or delivered to the owner. Costs of the
Demolition and clearance, including any interest and attorney's fees, are
Recovered when the property is sold or ownership transferred.**

BE IT FURTHER ORDAINED, that this amendment to Chapter 17 of the Village of Folsom Code of Ordinances shall take effect on and after its promulgation.

Folsom, Louisiana this 14th day of February, 2000.

Willie Richardson, Jr.
Alderman

Gerald Sambola
Alderman

David Pittman
Alderman

APPROVED:

Marshall Brumfield, Mayor

CERTIFICATE

I, Joyce Core, certify that the above and foregoing is a true and correct extract of the minutes of the regular session of the Village of Folsom held at the Town Hall in the Village of, Louisiana on the 14th day of February, 2000. Present: Marshall Brumfield, Mayor, Willie Richardson, Alderman, Gerald Sambola, Alderman, David Pittman, Alderman. All present voted yea and there were no nays.

Joyce Core
Municipal Clerk