

Carrollton Township Code Enforcement Guide



**Carrollton Township Police Department
Code Enforcement Division
1645 Mapleridge Rd.
Saginaw, MI 48604
Phone: 989-754-4611 Ext. 107**

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INTRODUCTION

The goal of the Carrollton Township Code Enforcement Program is to obtain voluntary compliance. Code Enforcement is conducted by the Carrollton Township Police Department and the Carrollton Township Building & Zoning Inspector with all activities being carried out fairly, with sensitivity, and in a timely manner. Property maintenance laws are designed to promote neighborhood integrity, prevent property value decline, reduce visual clutter and blight, reduce crime, and increase quality of life.

PURPOSE OF THIS GUIDE

This Code Enforcement Guide is intended for use by Carrollton Township residents, business owners, property owners, and others to help understand the code enforcement process.

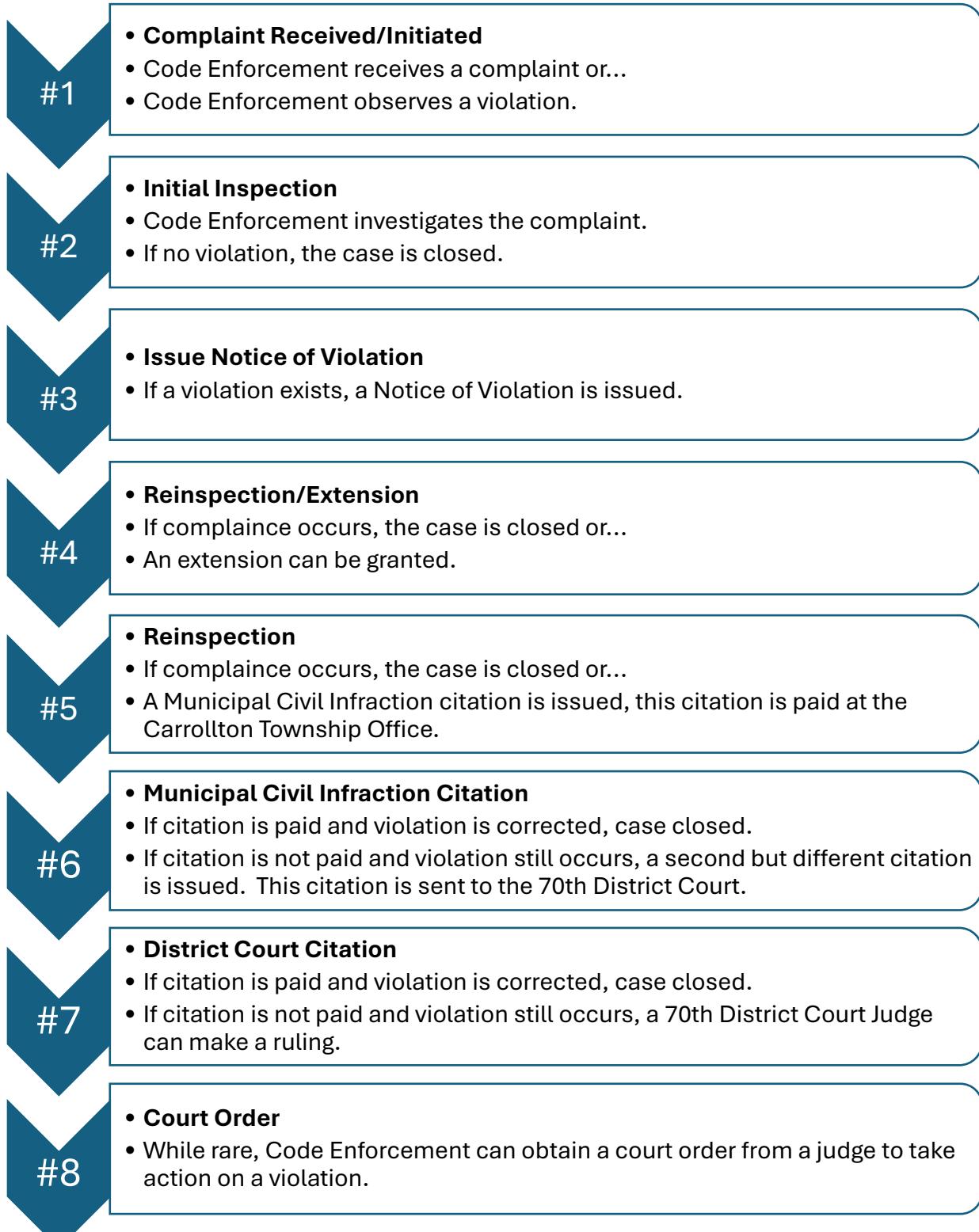
Education is vital in obtaining the Carrollton Township Code Enforcement Program's goals. A significant obstacle in gaining compliance is that many citizens do not realize they are violating local ordinances. Code Enforcement tends to be a surprise to people living and working in Carrollton Township because they do not realize that some of their activities may violate local ordinances. For example, a resident may be unaware that placing a vehicle canopy in the front driveway is not allowed, or a business owner may not realize that the Code has ordinances pertaining to advertisement signs. Obviously, the best method of enforcement is to inform the public about the standards and ordinances that govern Carrollton Township, as well as the process of correcting any violation.



This guide is designed to provide public education and to help with questions about a violation and to define how people can address concerns about conditions in their neighborhood. This manual does not summarize all the laws and regulations included in the Code of Ordinances.

To see the complete Code of Ordinances for Carrollton Township, please visit:
[https://library.municode.com/mi/carrollton_township_\(saginaw_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/carrollton_township_(saginaw_co.)/codes/code_of_ordinances)

CODE ENFORCEMENT PROCESS



HOW DO YOU REPORT A CODE ENFORCEMENT VIOLATION?

There are several ways to file a Code Enforcement complaint:



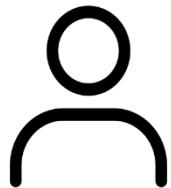
File a complaint on the Carrollton Township website:
https://www.carrolltontwp.com/contact_us/index.php



Email a Code Enforcement officer:
gstanfield@carrolltontwp.com
jluth@carrolltontwp.com



By mail:
Carrollton Township Police Department
1645 Mapleridge Rd., Saginaw, MI, 48604



In Person:
Carrollton Township Offices
1645 Mapleridge Rd., Saginaw, MI, 48604



Telephone:
989-754-4611 Ext. 107

COMMON VIOLATIONS

CHAPTER 10 – ANIMALS

Chapter 10 of the Code of Ordinances pertains to animals. One common animal violation is loose dogs. Part of **Sec. 10-22 – Running at Large** states, “It shall be unlawful for the owner or any other person having the possession, care, custody or control of any dog to permit the dog to run at large upon the public streets, walks, parks or other public places within the township...”



CHAPTER 22 – ENVIRONMENT



Chapter 22 of the Code of Ordinances pertains to environmental issues, part of which includes abandoned/junk vehicles. **Article IV. – Dismantled Motor Vehicles** has ordinances regarding abandoned/junk vehicles. Carrollton Township does have the authority to remove abandoned/junk vehicles.

CHAPTER 22 – ENVIRONMENT



Chapter 22 in the Code of Ordinances also has ordinances pertaining to noise violations. These ordinances are in **Article II**.



Sec. 22-22 (a) – Unlaw Noises states, “It shall be unlawful and it shall be deemed a public nuisance for any person to unreasonably make or cause to be made or continued any noise that annoys or disturbs the quiet, comfort or repose of a reasonable person of normal sensitivities or that injures or endangers the health, peace or safety of the public within the township.”

Sec. 22 – 22 (b) (2) Shouting and whistling prohibits loud noises between the hours of 11:00 p.m and 7:00 a.m the following day.



Sec. 22 – 22 (b) (3) Construction and **Sec. 22 – 22 (b) (4) Engines** prohibit the operation of tools, equipment, and combustible engines from operating between the hours of 11:00 p.m and 7:00 a.m the following day.

CHAPTER 26 – FIRE PREVENTION AND PROTECTION

Article III of **Chapter 22** has ordinances pertaining to fireworks. In **Sec. 26-24 Prohibition on use of consumer fireworks**, the ordinance prohibits the use of fireworks between the hours of 11:45 p.m. and 11:00 a.m the following day. Review the ordinance for the days that consumer fireworks are allowed within Carrollton Township.



CHAPTER 62 – VEGETATION

Article II of Chapter 62 has ordinances pertaining to vegetation, with the most common violations being tall grass and noxious weeds.

Sec. 62 – 21 Nuisance Declared states, “It shall be unlawful for the owner, agent or occupant of any property or premises in the township to cause or permit to grow on the property any noxious weeds, nor any growth of grass or other rank vegetation.”

Sec 62 – 22 Effect of noncompliance permits Carrollton Township to enter upon the property to cut/destroy all noxious weeds, tall grass, and rank vegetation. Additionally, “The owner, agent or occupant of such property or premises shall be liable for all costs incurred by the township in connection with such cutting and destruction.”



CHAPTER 66 – ZONING

Sec. 66 – 167 (i) of Article VI prohibits parking vehicles on the front yard. Vehicles, boats, RV's, trailers, etc. can only be parked on the driveway or an approved surface.

CHAPTER 22 – ENVIRONMENT

Article III of Chapter 22 has ordinances regarding blight elimination. **Sec. 22 – 54** provides the definitions of various forms of blight. Blight violations can occur anywhere on a property, including a backyard.



Sec. 22 – 54 defines a blighted structure, which is “any structure or part of a structure which, because of fire, wind, natural disaster, or physical deterioration, is no longer habitable, or useful for its intended purpose or has become a threat to the health, safety and welfare of the community.”



CHAPTER 14 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE V has ordinances pertaining to non-owner-occupied housing. Every year, a non-owner-occupied residence must obtain a business license from Carrollton Township and have the property inspected every four to six years.



CHAPTER 66 – ZONING

Chapter 66 is a massive chapter “to provide for the establishment of zoning districts to encourage and regulate the proper location and use of land, buildings, and structures for residence, trade or other purposes; to regulate the height and bulk of buildings, the density of population, and the minimum dimensions of yards, courts, and other spaces; to provide for the administration, enforcement, penalties for violation, and amendment of said chapter.”

Chapter 66 requires property owners to obtain permits for most additions, repairs, and construction projects.

Fences, sheds, decks, reroofing, and swimming pools are common examples where a permit is required.



CHAPTER 66 – ZONING

Ordinances in **Chapter 66** also pertain to animals being allowed or prohibited on a property. Some notable ordinances in **Chapter 66** state that...

Roosters are not allowed within Carrollton Township.



Depending on the size of the property, chickens, bees, and rabbits may be allowed on the property. No more than six domesticated animals (cats and dogs) are allowed on a property.



CHAPTER 26 – FIRE PREVENTION AND PROTECTION

Carrollton Township has adopted the International Fire Code, which is in **Chapter 26** of the Code of Ordinances.

Sec. 26-20 allows residents to have a recreational fire in an appropriate firepit or portable outdoor fireplace.



Sec. 26-20 states that only clean wood is allowed to be burnt, all fires must always be attended to, and all fires must be properly extinguished.



Chapter 26 prohibits the burning of rubbish, yard waste, leaves, pallets, or other construction materials.



Also prohibited is burning on windy days, large firepits, firepits without a protective wall or barrier, and firepits or portable fireplaces within 25 feet of a structure.



IF YOU RECEIVE A NOTICE OF VIOLATION

If you have received a Code Enforcement Violation Notice, you either own or are otherwise “in control” (i.e. live in, lease, or manage) of a property that has been found to have violations of one of the ordinances mentioned. The first thing you should do is read the Notice. The Notice of Violation will tell you the address of the violation property, when the violations were observed by the Code Enforcement Officer, what violations were present when the Code Officer made their inspection, what corrective actions need to occur to be in compliance with the ordinance, and the date when the corrective actions need to be completed by.

Contact the Code Enforcement Officer named on the bottom of the Notice of Violation. Their phone number is located immediately underneath their name. The Code Enforcement Officer can usually answer any question you may have about the property and the violations observed at the time of the inspection. DO NOT wait to contact the Code Enforcement Officer until the last minute!

The Code Enforcement Officer will work with you if you need time to comply with the violation(s) observed of the Township Code of Ordinances. You may contact the Code Enforcement Officer if you need an extension.

SAMPLE NOTICE OF VIOLATION LETTER

ADDRESS OF VIOLATOR

Violation Date: **/**/****

Carrollton Township Code Enforcement Division conducted an investigation/inspection of the property listed below and found it is in violation of Carrollton Township Ordinances. The results of the inspection are included in the violation section below. A re-inspection will be conducted to determine compliance with this order.

Violations found:

VIOLATIONS LISTED HERE

Corrective Action Needed:

ACTIONS NEEDED TO OBTAIN COMPLAINECE LISTED HERE

Violation Location: *****

Parcel No: *****

Compliance Due Date: **/**/****

You have 14 days, from the date of this notice, to correct the violation(s). If you feel that you received this letter in error or wish to discuss the violation, please call the Code Enforcement Division at Carrollton Township. Failure to comply may result in the issuance of a municipal civil infraction that can result in a court appearance and fines. Any subsequent violation will bring additional fines.

Thank you for your assistance in this matter.

Respectfully,

Code Enforcement Officer

989-754-4611 Ext 107

SAMPLE ABANDONED VEHICLE NOTICE OF VIOLATION

CARROLLTON TOWNSHIP CODE ENFORCEMENT OFFICE

CARROLLTON TOWNSHIP HALL

**1645 MAPLERIDGE
SAGINAW, MICHIGAN 48604
754-9244**

NOTICE OF VIOLATION

**NOTICE TO THE OWNER OF THESE PREMISES AND ALL PERSONS INTERESTED IN THE
ATTACHED PROPERTY, AND IT'S MAINTENANCE**

This property, to wit: _____

located at _____

is improperly stored in violation of Township Ordinance Number _____ of the Township of Carrollton. Within FOURTEEN (14) days, if this property is not removed or contact is not made within the above time, it shall be deemed abandoned property and removed and disposed of by order of Carrollton Township; Cost of such removal and disposition will be assessed to these premises.

DATE: _____

BY ORDER OF:

Code Enforcement Officer

IF YOU RECEIVE A CITATION

If a Notice of Violation is ignored and the violation still exists, a Municipal Civil Infraction (MCI) citation will be issued. This citation can be paid at the Carrollton Township Offices. Even if the MCI citation is paid, the violation must be corrected or else continual enforcement will occur. If the recipient of the MCI citation wishes to contest the citation, he/she must contact the Code Enforcement Officer and request the citation be forwarded to the 70th District Court for a hearing. When this occurs, the citation will be reissued on a 70th District Court Citation with one copy being sent to the violator and another being sent to the 70th District Court. The recipient then must contact the 70th District Court and request a hearing on the citation.

If a recipient of a MCI ignores the citation and does not pay it, the Code Enforcement Officer will then issue a 70th District Court citation with one copy being sent to the violator and another being sent to the 70th District Court. If the recipient ignores this citation and correspondence from the 70th District Court, escalating enforcement actions will occur.

What are the consequences of not addressing a code violation?

Failing to address a code violation can result in escalating enforcement actions, including fines, additional penalties, warrants for arrest, and potential legal action. In severe cases, unresolved violations can lead to liens on the property or even demolition orders.

Can a code violation affect the sale of my property?

Yes, a code violation can impact the sale of your property. Buyers may be reluctant to purchase a property with unresolved violations, and lenders may refuse to finance the sale. It is advisable to resolve all code violations before listing your property for sale.

Carrollton Township Code Enforcement Guide

SAMPLE CITATIONS

MUNICIPAL CIVIL INFRACTION

<input type="checkbox"/> C.I.	State of Michigan			Dept. No.					
<input type="checkbox"/> MIS.	Municipal Civil Infraction			Complaint No. 2875	Offense Code				
<input type="checkbox"/> JUV.	Notice of Violation								
The People of: <input type="checkbox"/> the State of Michigan <input type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> County		Local Use/Accuse No.							
OF: CARROLLTON		of							
THE UNDERSIGNED	Month	Day	Year	At approximately	Month	Day	Year		
				<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> DATE	<input type="checkbox"/> Month	<input type="checkbox"/> Day	<input type="checkbox"/> Year
State	Driver's License Number			Social Security Number					
Race	Sex	Hair	Weight	Height	Eyes	Occupation/Employer			
Name (First, Middle, Last)									
Street									
City		State		Zip Code					
Vehicle Plate No.		Year	State	Vehicle Description (Year, Make, Color)		Type			
The Person Named Above, in violation of § _____									
UPON _____									
AT OR NEAR _____									
WITHIN <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input checked="" type="checkbox"/> TOWNSHIP OF CARROLLTON									
COUNTY OF SAGINAW DID THE FOLLOWING:									
<input type="checkbox"/> Nuisance Ordinance <input type="checkbox"/> Building Code <input type="checkbox"/> Licenses Ordinance <input type="checkbox"/> Plumbing Code <input type="checkbox"/> Zoning Ordinance <input type="checkbox"/> Electrical Code <input type="checkbox"/> Sign, Lighting & Display Ordinance <input type="checkbox"/> Mechanical Code <input type="checkbox"/> Animal & Fowl Ordinance <input type="checkbox"/> Other Describe: _____									
<input type="checkbox"/> Person in Active Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No THIS VIOLATION IS A CIVIL INFRACTION and is your _____ violation. The fine for this violation is \$ _____ and must be paid at the violations bureau by 5:00 p.m. on _____ unless you contact the violations bureau before this time. SEE BELOW FOR AN EXPLANATION OF YOUR RIGHTS AND INSTRUCTIONS. WARNING: If you fail to pay the fine specified above or fail to contact the violations bureau on the date and time specified above, a civil infraction citation will be issued. You are alleged to be responsible for a civil infraction. You must either: 1) admit responsibility; 2) admit responsibility with explanation; or 3) deny responsibility.									
ADMIT RESPONSIBILITY: If you wish to admit responsibility and pay your fine, you may do so by appearing in person or by mailing your fine along with this notice to the violations bureau. ADMIT RESPONSIBILITY WITH EXPLANATION OR DENY RESPONSIBILITY: If you wish to admit responsibility with explanation or deny responsibility and have a hearing, you must contact the violations bureau on or before the date specified above. A citation will be issued and filed with the court where you will have the right to an informal hearing before a magistrate or judge or to appear in court for a formal hearing before a judge.									
Violations bureau address & phone number CARROLLTON TOWNSHIP CLERK 1645 MAPLERIDGE RD., SAGINAW, MI 48604 (989) 754-4611									
I declare under penalties of perjury that the statements above are true to the best of my information, knowledge, and belief. Complainant's Signature: _____ Month: _____ Day: _____ Year: _____									
Officer's Name (printed): _____ Officer's ID No.: _____									
Agency ORI: _____ Agency Name: CARROLLTON TOWNSHIP									
RESPONSIBLE VIOLATOR COPY									

70th DISTRICT COURT CITATION

<input type="checkbox"/> C.I.	State of Michigan			Dept. No.					
<input type="checkbox"/> MIS.	Uniform Municipal			Complaint No. 1551	Offense Code				
<input type="checkbox"/> JUV.	Civil Infraction Citation								
The People of: <input type="checkbox"/> the State of Michigan <input type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> County		Local Use/Accuse No.							
OF: CARROLLTON		of							
THE UNDERSIGNED	Month	Day	Year	At approximately	Month	Day	Year		
				<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> DATE	<input type="checkbox"/> Month	<input type="checkbox"/> Day	<input type="checkbox"/> Year
State	Driver's License Number			Social Security Number					
Race	Sex	Hair	Weight	Height	Eyes	Occupation/Employer			
Name (First, Middle, Last)									
Street									
City		State		Zip Code					
Vehicle Plate No.		Year	State	Vehicle Description (Year, Make, Color)		Type			
THE PERSON NAMED ABOVE, in violation of § _____									
UPON _____									
AT OR NEAR _____									
WITHIN <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP OF CARROLLTON									
COUNTY OF SAGINAW DID THE FOLLOWING:									
<input type="checkbox"/> Nuisance Ordinance <input type="checkbox"/> Building Code <input type="checkbox"/> Licenses Ordinance <input type="checkbox"/> Plumbing Code <input type="checkbox"/> Zoning Ordinance <input type="checkbox"/> Electrical Code <input type="checkbox"/> Sign, Lighting & Display Ordinance <input type="checkbox"/> Mechanical Code <input type="checkbox"/> Animal & Fowl Ordinance <input type="checkbox"/> Other Describe: _____									
<input type="checkbox"/> Person in Active Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No THIS VIOLATION IS A CIVIL INFRACTION and is your _____ violation. The fine for this violation is \$ _____ and must be paid at the violations bureau by 5:00 p.m. on _____ unless you contact the violations bureau before this time. NOTE: This is a copy of the Notice of Violation served on the defendant.									
I state that the above notice of violation was served on the defendant. The defendant failed to pay the fine specified above or failed to contact the violations bureau on the date and time specified above. Therefore, this civil infraction citation is being issued.									
TO THE DEFENDANT: You are required to appear as follows to answer this citation.									
SEE DATE BELOW. SEE BACK OF CITATION FOR EXPLANATION AND INSTRUCTIONS									
<input type="checkbox"/> Appearance Date: on or before _____ <input type="checkbox"/> Hearing Date (if applicable) on _____ <input type="checkbox"/> Contact Court A formal hearing may be requested by either party.									
In the _____ Court of _____									
Court address & phone number 111 SO. MICHIGAN AVE. SAGINAW, MI 48602 989-790-5390									
I served a copy of this complaint upon the defendant by first class mail at the defendant's last known address and filed a copy of this complaint with the court.									
I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief.									
Complainant's signature: _____ Month: _____ Day: _____ Year: _____									
Officer's Name (printed): _____ Officer's ID No.: _____									
Agency ORI: _____		Agency Name: CARROLLTON TOWNSHIP P.D.							
UC-03 (rev. 8/94) CIVIL INFRACTION COPY									

FINE SCHEDULE

Article VI of Chapter 2 – Administration of Carrollton Township's Code of Ordinances establishes Carrollton Township's Municipal Civil Infraction Ordinance Violations Bureau. The fines for violations regarding Municipal Civil Infractions are listed below.

Sec. 2-134. Schedule of civil fines/costs.

Unless a different schedule of civil fines is provided for by motion of the township board, the civil fines payable to the bureau upon admissions of responsibility by persons served with municipal ordinance violation notices shall be determined pursuant to the following schedule:

- 1st violation within 3-year period *\$75.00
- 2nd violation within 3-year period *\$150.00
- 3rd violation within 3-year period *\$225.00
- 4th violation within 3-year period *\$500.00

*determined on the basis of the date of violation(s).

It should be noted that the escalation of the fine occurs for a person being cited for the same violation. For example, if a person is cited multiple times for the same violation, the fine increases. If a person is cited multiple times but each citation is for a different violation, then the fine would not increase and stay at the \$75.00 amount.

ADDITIONAL RESOURCES

Carrollton Public Schools.....	(989) 754-1475
Carrollton Township Offices.....	(989) 754-4611
Carrollton Township Police Department.....	(989) 754-9244
City of Saginaw Water Treatment Plant.....	(989) 759-1640
Environment, Great Lakes, Energy (EGLE).....	(989) 894-6200
Michigan Department of Transportation.....	(989) 754-7443
Michigan Licensing and Regulatory Affairs.....	(517) 335-9700
Mid-Michigan Waste Authority.....	(989) 781-9555
Saginaw Area GIS Authority.....	(989) 790-5522
Saginaw County 9-1-1 Administration.....	(989) 797-4590
Saginaw County Animal Care Center.....	(989) 797-4500
Saginaw County Circuit Court.....	(989) 790-5470
Saginaw County Clerk.....	(989) 790-5251
Saginaw County District Court-Criminal Division.....	(989) 790-5385
Saginaw County Drain Commission.....	(989) 790-5258
Saginaw County Mosquito Control.....	(989) 755-5751
Saginaw County Prosecuting Attorney.....	(989) 790-5330
Saginaw County Register of Deeds.....	(989) 790 5270
Saginaw County Road Commission.....	(989) 752-6140
Saginaw County Treasurer.....	(989) 790-5225

