

1300 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9486
FAX 574/ 235-7703

CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR
DEPARTMENT OF CODE ENFORCEMENT
RANDY WILKERSON
DIRECTOR

(DATE)

«Owner_Name»
«Owner_Address»
«Owner_City_State_Zip»

Ref: Violation of City Ordinance at «Property_Address», South Bend, IN
«Property_Zip_Code»/FRONT-SIDE setback Parking-Unimproved Surface/
First Notice

Dear «Owner_Name»:

This letter is to advise that you are in violation of Section «Section_Violated» of the South Bend Municipal Zoning Code at your property located at «Property_Address», South Bend, IN «Property_Zip_Code», is zoned «Property_Zoned».

I would like to remind you that Section 21-02.11 (e) stipulates that all off-street parking areas be properly surfaced and drained. Also, the area must have a curb-cut. Vehicles may only be parked on the street, in a legal driveway or in your rear yard.

Please be advised that if the violation of this ordinance exists on or after «(10 DAYS DATE) », Section 21-02.11 of the South Bend Municipal Code states that citations may be issued.

Thank you for your cooperation in this matter. Should you have any questions, please feel free to contact our office.

Sincerely,

«Inspector_Name»
Inspector
Code Enforcement
City of South Bend

(574) «Inspector_Phone»