



## CASE STUDY REQUIREMENTS

1. Table of Contents
2. Description of Problem
  - Regulation(s) being violated
  - What is the nature of the violation?
  - How did it come to the attention of the ZEO?
3. Background Statement
  - History of past violations, permits, variances, etc. at the site
  - Changes of regulations affecting the situation
  - Involvement of other persons (neighbors, municipal departments, etc.)
4. Actions of Zoning Enforcement Officer/Synopsis of Events
  - Review of records, plans, and other data
  - Site inspections, observations, documentation of conditions
  - Correspondence drafted/sent by ZEO
  - Coordination with other departments, Police, MVD, Etc.
  - A. Dealing with varied and Complex Issues and Uncooperative Persons
    - How does the violator/property owner respond?
    - How can they be dealt with (options and alternatives available to ZEO)?
    - What are the physical constraints, legal constraints, ethical issues, and unusual circumstances of the situation?
  - B. Appeals to Zoning Board of Appeals
    - Was it appealed to the ZBA? What happened?
    - What did the ZEO do to prepare/present the case?
    - What if it had been, what actions would have been taken by the ZEO?
    - ZEO's experiences with having his/her actions/decisions appealed to ZBA and how those experiences were applied in this case.
  - C. Court Action
    - Describe litigation involved in this case
    - Was an arrest warrant, injunction or restraining order sought?
    - How did/should the ZEO prepare for court?
    - ZEO's experience with court actions and how those experiences applied to this case
  - D. Demonstration of Preparation for Various Scenarios
    - Action by ZEO to document conditions, violator's actions, and the ZEO's actions
    - Evaluation of options and remedies to correct the violation
    - Anticipation of violator's action and the formulation of appropriate response(s) by ZEO
  - E. Summary and Conclusions
    - What were the key actions, responses and what outcome was achieved?
    - What worked and what didn't work?
    - What insights or lessons were learned?
5. Chronology of Events
  - Separate sheet highlighting dates, activity and who did what
6. Exhibits
  - Pertinent supporting documentation/information/letters