



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