



April 30, 2018

To All Residents:

May 1, 2018 will begin our 4<sup>th</sup> cycle of the Village's Exterior Maintenance Inspection Program. This program has been very successful since its implementation in 2009. Hundreds of Village residences have significantly improved their properties, much to the Village's benefit. The inspection checklist is attached to this email.

The process will begin on the west end of the Village, moving eastward. It will function as follows:

- A property, if cited, will be inspected again in 30 days.
- If progress has not been made, the matter is referred to Bratenahl's Housing Court.
- The resident has the right to appeal to the Bratenahl Board of Building Code Appeals (BBBCA) for a hearing on the matter.
- The BBBCA will meet on the first Wednesday of the month, if needed.
- Bratenahl's Housing court is held on the first court date of the month prior to Bratenahl's Mayor's court.

The Building Department and my office will be available during this process to address concerns or answer any questions. This program is key to be certain that our properties are maintained and values continue to improve.

Sincerely,

**John M. Licastro**

**Mayor of Bratenahl**

VILLAGE OF BRATENAHL  
EXTERIOR MAINTENANCE INSPECTION PROGRAM  
Inspection Checklist

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ 302.1 **Sanitation.** Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the *exterior property* in a clean and sanitary condition.

\_\_\_\_\_ 302.2 **Grading and drainage.** Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water. Exception: Approved retention areas.

\_\_\_\_\_ 302.3 **Sidewalks and driveways.** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

\_\_\_\_\_ 302.3 **Weeds.** Premises and exterior property shall be maintained free from excessive grass/plant growth. Noxious weeds shall be prohibited.

\_\_\_\_\_ 302.5 **Rodent harborage.** Structures and exterior property shall be kept free from rodent harborage and infestation.

\_\_\_\_\_ 302.7 **Accessory structures.** Including detached **garages, fences and walls**, shall be maintained structurally sound and in good repair.

\_\_\_\_\_ 302.8 **Motor Vehicles.** Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises and at any time be in a state of major disassembly, disrepair or dismantled.

\_\_\_\_\_ 302.9 **Defacement of property.** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing there on any marking, carving or graffiti.

\_\_\_\_\_ 304.2 **Protective Treatment.**

Exterior surfaces shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.

\_\_\_\_\_ (F) 304.3 **Premises Identification.**

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street fronting the property.

\_\_\_\_\_ 304.4. **Structural members.**

Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

\_\_\_\_\_ **304.5 Foundation walls.**

Foundation walls shall be plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

\_\_\_\_\_ **304.6 Exterior walls.**

Exterior walls shall be free from holes, breaks and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

\_\_\_\_\_ **304.7 Roofs and drainage.** (gutters)

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.

Roof water shall not be discharged in a manner that creates a public nuisance.

\_\_\_\_\_ **304.8 Decorative features.** Shall be maintained in good repair with proper anchorage and is a safe condition.

\_\_\_\_\_ **304.9 Overhang extensions.** Shall be maintained and in good condition.

\_\_\_\_\_ **304.10 Stairways, decks, porches and balconies.** Every stairway, deck, porch and balcony and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

\_\_\_\_\_ **304.11 Chimneys and towers.** Shall be maintained structurally safe and sound, and in good repair.

\_\_\_\_\_ **304.12 Handrails and guards.** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and maintained in good condition.

\_\_\_\_\_ **304.13 Window, skylights and door frames.** Shall be kept in sound condition, good repair and weather tight.

\_\_\_\_\_ **304.19 Gates.** Exterior gates, gate assemblies, operator systems and hardware shall be maintained in good condition.

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