

Town of Morris CT
3 East Street
Morris CT 06763
Standard
ZONING
ENFORCEMENT
PROCEDURES

Introduction

On May 1st, 2025 the Town of Morris Planning and Zoning Commission established these guidelines to assist the Zoning Enforcement Officer in the Enforcement of the Regulations in a fair manner. This also allows the citizens of the Town of Morris to have a clear understanding of the Zoning Enforcement Process.

Objective

The main objective of the Zoning Enforcement Procedure is to obtain voluntary compliance. The escalation of Enforcement costs the Property Owner Money as well as the Town. Referral to the Land Use Attorney Steve Byrne and the subsequent Court Action is a last resort.

ZEO Responsibilities:

If the violation involves danger to the health, welfare, and safety of the citizens of the Town of Morris the Zoning Enforcement Officer will require the violation to be corrected immediately.

The Zoning Enforcement Officer will keep track of all complaints, investigation reports, Cease-and-Desists, Citations, Pictures, and documents relevant to enforcement. They will update the Planning and Zoning Commission Monthly in their ZEO Report.

The Zoning Enforcement Officer has discretion on whether to follow up on complaints or to dismiss them.

Cease-and-Desist orders can be appealed to the Zoning Board of Appeals within 15 days of receipt by the violator.

Citations can be appealed to a Hearing Officer appointed by the Board of Selectmen

Step by Step Procedure:

1. Fill out the Town of Morris "Zoning Violation Complaint Form". ***"Anonymous" complaints will not be considered unless the supposed violation or complaint poses immediate danger to the public health, safety, and general welfare."***

2. The Zoning Enforcement Officer will reach out the Complainant to discuss the situation. The Zoning Enforcement will evaluate the complaint and consider if they should move on to the next step.

3. The Zoning Enforcement Officer will reach out to The Property Owner where the violation is occurring. This may be done with an initial warning letter sent by regular mail to the owner of record. If the Property Owner responds to this the Zoning Enforcement Officer will schedule a time to investigate the property with permission.

4. IF the Zoning Enforcement Officer does not receive acknowledgment from the Owner on record, they will send a “Notice of Violation” sent by certified mail green receipt requested. If the Property Owner responds to this the Zoning Enforcement Officer, they will schedule a time to investigate the property with permission of the Land Owner.

5. If the Owner on record does not respond to the “Notice of Violation” the Zoning Enforcement Officer will bring the matter to the Town of Morris Planning and Zoning Commission.

6. The Planning and Zoning Commission will allow the Zoning Enforcement Officer (By a majority vote) to send a Notice of Violation via a Marshal who will deliver the notice directly to the Property Owner.

7. If the Property Owner where the violation is occurring does not respond to the Notice of Violation the Planning and Zoning Commission (By a Majority Vote) may direct the Zoning Enforcement Officer to send a Cease-and-Desist Order and Citation simultaneously, which will be delivered to property owner via Marshal.

****The Cease-and-Desist-Order Can be appealed to the Zoning Board of Appeals within 15 days of receiving the order.***

****If the Land Owner Receives a Citation, they may request a hearing with a hearing officer appointed by the Town of Morris.*** If the Violator does not remedy the situation within those 30 days the fines (\$150.00) a day will accumulate until the violator conforms to the regulations and complies with the order.

8. The Planning and Zoning Commission (By a Majority Vote) can direct the Zoning Enforcement Officer to contact our Land Use Attorney Steve Byrne to initiate court action to obtain compliance. The Land Use Attorney will use all means to cease the violation and will do everything in their power to collect the accumulated fines.

****This is a last resort.***

9. The Zoning Enforcement Officer can close the Enforcement when the violator has allowed for an inspection and the ZEO determines the property complies.

**** Enforcement proceedings can be closed if the Property Owner Successfully appeals an order to the Zoning Board of Appeals***

****Enforcement proceedings can be closed if the Court System reverses the decision of the Zoning Enforcement Officer and/or the Planning and Zoning Commission.***

Appendix:

1. Sample Citation

2. Sample Cease and Desist Order

3. Sample Notice of Violation/First Warning

4. Zoning Board of Appeals Application

Citation Number:

Sample Citation for Violation of Town of Morris Planning and Zoning Regulations

Property Owner:

Address:

Certified Mail Number:

REGARDING: Violation of Section(s):

EXPLANATION OF VIOLATION(s):

Pursuant to the authority of Sections 7-152c and 8-12a of the Connecticut General Statutes and the Ordinance Establishing Citation Procedures and Fines for Violations of Zoning Regulations and the Inland Wetlands and Watercourse Regulations adopted by the Town of Morris at a Town Meeting on November 16th 2006, commencing on May 16th, 2023, thirty (30) days after the date of issuance of this citation, a daily fine in the amount of ONE HUNDRED FIFTY AND xx/100 Dollars (\$150.00) for each violation cited above totaling \$150 in Daily fines in the aggregate, is hereby imposed and shall accrue until the fine (2) is/are paid in full or is/are overturned by a final judgement entered in the Connecticut Superior Court. Each day that a violation continues shall be considered a separate offense subject to the daily imposition of a \$150.00 fine.

YOU HAVE THIRTY (30) DAYS FROM THE DATE OF THIS CITATION TO RESOLVE THE VIOLATION(S) CITED IN THIS CITATION AND AVOID THE IMPOSITION OF THE FINES. SET FORTH HEREIN. PLEASE CONTACT THE MORRIS ZONING ENFORCMENT OFFICER AT 860-567-6097 3 EAST STREET, MORRIS CONNECTICUT TO DETERMINE WHAT ACTION MUST BE TAKEN TO RESOLVE YOUR VIOLATIONS.

IF YOU DO NOT RESOLVE THESE VIOLATIONS WITHIN THIRTY (30) DAYS OF THE DATE OF THIS CITATION, THE TOWN OF MORRIS RESERVES THE RIGHT, AFTER AFFORDING YOU THE OPPORTUNITY TO REQUEST A HEARING, TO ENTER AN ASSESSMENT OF FINES AGAINST YOU AND FILE A NOTICE OF THAT ASSESSMENT WITH A CLERK OF THE CONNECTICUT SUPERIOR COURT IN ORDER TO OBTAIN A COURT OF JUDGEMENT AGAINST YOU.

Signed this date

Zoning Enforcement Officer

Sample CEASE AND DESIST ORDER (Certified)

Address of Property Owner:

Pursuant to the authority vested in me by the Zoning Regulations of Morris, Connecticut, you are hereby ordered and directed to cease and desist (***Insert violation here***) within fifteen (15) days of the receipt of this letter at the premises identified as:

Assessor's Map 18 Block 720 Lot 122

An investigation of the above premises discloses that the following conditions now exist:

- 1) Violation of Section(s):
- 2) This order may be appealed to the Town of Morris Zoning Board of Appeals.

Failure to comply with this order may result in the following fines and penalties:

The owner or contractor or other person who commits, takes part, or assists in any violation cited in this order shall be fined not less than ten nor more than one hundred dollars for each day that such violation(s) continues; but if the offense is willful, the person convicted thereof shall be fined not less than one hundred dollars nor more than two hundred fifty dollars for each day that such violation(s) continues, or imprisoned not more than ten days for each day such violation(s) continues or both. Any person who having been served with this order to discontinue any such violation(s), fails to comply with this order within ten days after such service or continues to violate any provision of the regulations made under authority of the provisions of Chapter 124 of the Connecticut General Statutes specified in this order, shall be subject to a civil penalty not to exceed \$2500.00, payable to the treasurer of the municipality. Be advised that the town will take whatever measures are necessary for full prosecution and collection of fines as may be permitted under Section 8-12 of the Connecticut General Statutes.

Sincerely,

Morris Zoning Enforcement Officer



**Morris Planning and Zoning Commission
3 EAST STREET, P.O. BOX 66 • MORRIS, CONNECTICUT 06763
Phone: 860-567-6097 Fax: 860-567-7432**

**Property Owner Name
Address
Morris, CT, 06763**

Re: Notice of Potential Violation/First Warning

Section of Regulations Violated:

Body of Paragraph Describing the Issue

Please contact me through the Zoning office at 860-567-6097 or through email at planningandzoning@townofmorris.com so we can discuss the matter.

Sincerely

**Town of Morris
Zoning Enforcement Officer**