

## UNLICENSED/JUNK VEHICLES

Chapter 90 of the City of Rochester Code states that no unlicensed, junk, or abandoned vehicles are permitted to be stored in the open unless otherwise approved by the Zoning Code or a permit for the storage of said vehicle has been obtained. There are two processes to remove junk, abandoned and unlicensed vehicles in the City - Voluntary and Involuntary.

### Voluntary - Private Property

#### Junk/Abandoned Vehicle Waiver and Release Form

This procedure is to be followed for the voluntary removal of junk/unlicensed vehicles located on private property within Rochester. No title for the vehicle is required for this type of removal. The property owner or the vehicle owner must complete the Junk/Abandoned Vehicle Waiver and Release form thoroughly, with a notarized signature (see attached).

- 1) The Junk/Abandoned Vehicle Waiver and Release Form must be completed and turned in to your office.
- 2) A Notice and Order is issued to the property owner. Concurrently, a check of the VIN # is made through the Sr. Administrative Analyst to the Rochester Police Department to determine if the vehicle is stolen. If the VIN check comes back ok, the vehicle may be scheduled for removal. (RPD will address stolen vehicles)

**NOTE: IF THE INSPECTOR HAS KNOWLEDGE REGARDING THE OWNERSHIP OF THE VEHICLE, THEY MUST NOTIFY THE VEHICLE OWNER OF THE CITY'S INTENTION FOR REMOVAL BY FIRST CLASS MAIL WITH DELIVERY CONFIRMATION ACCORDING TO 90-15C (1) OF THE PROPERTY CODE. (Contact Assistant to NSC Director)**

- 3) Before requesting the vehicle be towed, the inspector must verify the vehicle(s) are still at the location and are in violation; if so, place a Final Warning Sticker on the vehicle(s). A picture should be taken of the vehicle(s) at this time depicting the attached sticker. The inspector will place the photo in the L:/drive listing the case # and date.
- 4) All vehicles must be sent to the RPD Auto Pound regardless of condition. The request for towing must come from RPD. To facilitate the request, the inspector will complete sections 4, 13, 21, 22, 23, 24, 25, 26, 27 & 28 of the RPD Tow Report Form and drop off the form to the Sr. Administrative Analyst.
- 5) The Sr. Admin will refer the request to RPD and maintain a list of towed vehicles by street and address.
- 6) The inspector will abate the violation once the vehicle has been towed.

### Involuntary - Private Property

This procedure is to be followed for the involuntary removal of junk/unlicensed vehicles located on private property within the City of Rochester.

- 1) A Notice and Order MUST be issued to the property owner where the vehicle(s) is located, citing PC152 for a junk vehicle or PC911 for an unlicensed vehicle.
- 2) After the Notice and Order has expired, the inspector will obtain the VIN# and place a Final Warning Sticker on the vehicle(s) upon re-inspection. A picture should be taken of the vehicle(s) at this time depicting the attached sticker. The inspector will place the photo in the L:/drive listing the case # and date.
- 3) A VIN# check of the vehicle is made through the Sr. Administrative Analyst to the Rochester Police Department to determine if it is stolen. If the VIN# check comes back ok, then the vehicle may be scheduled for removal. (RPD will address stolen vehicles)

**NOTE: IF THE INSPECTOR HAS KNOWLEDGE REGARDING THE OWNERSHIP OF THE VEHICLE, THEY MUST NOTIFY THE VEHICLE OWNER OF THE CITY'S INTENTION FOR REMOVAL BY FIRST CLASS MAIL WITH DELIVERY CONFIRMATION ACCORDING TO 90-15C (1) OF THE PROPERTY CODE. (10 Day Letter - see attached)**

- 4) Before requesting the vehicle be towed, the inspector must verify that the vehicle(s) are still at the location and are in violation.
- 5) All vehicles must be sent to the RPD Auto Pound regardless of condition. The request for towing must come from RPD. To facilitate the request, the inspector will complete sections 4, 13, 21, 22, 23, 24, 25, 26, 27 & 28 of the RPD Tow Report Form and drop off the form to the Sr. Admin.
- 6) The Sr. Admin will refer the request to RPD and maintain a list of towed vehicles by street and address.
- 7) The inspector will abate the violation once the vehicle has been towed.
- 8) If you cannot tow the vehicle in violation because it is blocked or behind a closed gate or the owner or tenant refuses entry onto the property, a K1 letter can be requested to begin enforcement. In these situations, the reason you are unable to tow MUST be documented in the case event notes. If you are still unable to tow once the case comes up for re-inspection following the issuance of the K1 letter, a ticket can be requested.

### Removal of Junk/Unlicensed Vehicles from City-Owned Properties

- 1) A Final Warning Sticker is placed on the Unlicensed/junk vehicle located on City property. The following day the inspector must verify the vehicle(s) are still at the location and are in violation.
- 2) All vehicles must be sent to the RPD Auto Pound regardless of condition. The request for towing must come from RPD. To facilitate the request, the inspector will complete sections 4, 13, 21, 22, 23, 24, 25, 26, 27 & 28 of the RPD Tow Report Form and drop off the form to the Sr. Administrative Analyst.
- 3) The Sr. Admin will refer the request to RPD and maintain a list of towed vehicles by street and address.

**Note:** In all situations, the inspector must ensure that the Final Warning Sticker is on the vehicle when the request to tow is referred to the CSR. If the initial one was removed, another one should be placed on the vehicle(s).