

DRAFT

September ##, 2018

***** COURTESY COMMUNITY NOTICE *****

[Name
[Address
[Riviera Beach, FL 33404

RE: Commercial Property Standards – Upcoming Compliance Inspection Sweep

Dear community stakeholder:

This correspondence has been provided to inform individuals of current Commercial Property Standards required by the City’s Code of Ordinances. The items provided below are frequently found to be out of compliance by Code Compliance Officers. We ask that you review these items and please ensure that your property meets these standards in advance of a citywide code compliance inspection sweep.

1. Painting of structures; ensure that buildings and structures are fully painted, without chipping or cracking paint.
2. Maintenance of landscaping; ensure that all landscape areas are kept neatly in a healthy growing condition.
3. Trash and debris; be sure to keep property free and clear of litter and trash. Daily sweeps by employees may be required depending on the business and location.
4. Garbage containers; secure garbage containers when not in use and follow trash pickup schedules for your area.
5. Drive aisles and parking spaces; keep paved surfaces free from potholes, restripe parking areas as required to maintain visibility (a City Building Permit may be required).
6. Building address; all buildings are required to have a highly visible numerical building address for public safety (minimum 3 inches in height).
7. Lighting; ensure that outdoor lighting is operational and that all signs are illuminated as originally designed and permitted.

Businesses may also post “No Parking”, “No Trespassing” or “No Loitering” signs as desired to assist in operations of the site. Please feel free to contact the Code Compliance Division for additional information (561)882-3505.

Sincerely,

Signature Here