

## PRO.A.06.02 - Procedure for Defense Against Encroachment

The Park District seeks to be a good neighbor to adjoining property owners and at the same time protect the public park land from encroachment. Procedures have been put in place to guard against encroachment.

### **Typical Examples of Park Land Encroachment:**

1. Neighbor extends their backyard landscaping on to the adjoining park land.
2. Neighbor uses the adjoining park land as a dump for grass clippings and yard waste.
3. Neighbor parks their vehicle or equipment on adjoining park land.
4. Neighbor buffer areas in which they attempt to plant flower or vegetable gardens.
5. Neighbor removes or plants new vegetation on park land.

The procedure for defense against encroachment is to be as followed:

- The Park District grounds employee will visually inspect for potential encroachment issues in their daily park checks.
- Staff that sees potential encroachment will document it in their daily inspection and take photographs for evidence.
- This information will be immediately brought up to their immediate supervisor, of whom will inform the Superintendent of Buildings and Grounds.
- The Superintendent of Buildings and Grounds is to contact the Director of the Park District if the encroachment is valid and to inform as to what extent the encroachment is determined to be.
- On minor encroachment, the Superintendent of Buildings and Grounds will notify the encroaching adjoining property owner by mail and give a 60 day notice to remove the encroachment.
- After the 60 day notice, if the encroachment has been remediated, the Superintendent of Buildings and Grounds will communicate with the property owner our appreciation for their assistance.
- If no remediation has occurred after the 60 day notice, the Superintendent of Buildings and Grounds will have a police officer accompany him at the residence of the property owner to remediate the situation and if necessary give the property owner a final extension to remediate the encroachment.
- If the encroachment is not remediated by the end of this agreement, the Director is informed and will contact the Park District's attorney to determine the proper legal action.
- The Park District will follow the legal process and document all steps for future use.