



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 W
SEGUIN, TEXAS 78155
OFFICE: (830) 303-8858
MON-FRI 7:30AM – 4:00PM
code@co.guadalupe.tx.us

CODE ENFORCEMENT PROCESS

Code Enforcement is responsible for monitoring and identifying dangerous substandard conditions on both public and private properties within Guadalupe County, and to ensure that there are no safety or health hazards that could endanger the citizens and maintain compliance with all county codes. Code Enforcement Officers will investigate and process general nuisance violations, applicable statutory provisions, and specific County order violations within Guadalupe County.

DEED RESTRICTIONS

Code Enforcement Officers do not enforce deed restrictions or covenants, as they are a civil agreement between a developer or HOA and a property owner. Deed restrictions or covenants must be enforced by the HOA or through a civil court process.

COMMON CODE VIOLATIONS

- Sanitation Nuisance (Health & Safety Code Chapter 341)
- Public Nuisance (Health & Safety Code Chapter 343)
- Litter & Illegal Dumping (Health & Safety Code Chapter 365)
- On-Site Sewage Facilities (Health & Safety Code Chapter 366)

CODE ENFORCEMENT PROCESS

- **Talk to your Neighbor**

If you feel comfortable speak with your neighbor about possible violations or concerns you may have with their property. Explain the situation you see and ask for their cooperation with fixing the problems. Most people respond positively when contacted by a friendly neighbor rather than a Code Enforcement Officer. We do ask that you never interact or contact someone about an issue when either of you is upset or out of control. Never hesitate to reach out or contact our office.

- **Intake**

Citizens can report possible violations by completing the Code Violation Complaint Form online, or email the completed form to code@co.guadalupe.tx.us, or mailing the form to the address above. Please note that the Code Violation Complaint Form is subject to the disclosure of the Public Information Act.

- **Open a Case**

When a Code Enforcement Officer receives a complaint form on a possible violation, the officer will open a case for the location of the alleged violation.

- **Investigate**

After a case has been opened the officer will investigate the alleged violation. If a violation exists the officer will document the findings with photos and detailed documentation of what is found. When a violation exists further action will be taken to ensure the violation is resolved. If no violation has occurred the case will be closed.

- **1st Notice**

When a violation is found, the officer will provide the property owner with a Notice of Violation (NOV). The NOV does not constitute as a citation or a fine. The NOV may be given in person, left on the front door or gate of the property, and/or mailed to the property owner. The NOV will provide the property owner with specific information to contact the officer working the case along with a time frame as to when the violation needs to be in compliance.

- **2nd Notice**

If the property owner fails to contact the officer or our office and the violation still exists after the provided time frame a certified letter will be mailed to the property owner. The certified letter will give an additional time to be in compliance and ask that the property owner to contact the officer working the case. This certified letter will also explain the next step if compliance is not met.

- **Complaint to Judge**

If a property owner fails to voluntarily cooperate with the Code Enforcement Officer by correcting the violation the owner will receive a citation.

- **Court**

If and when a citation is issued to a property owner for a violation the property owner must appear before the respected Justice of the Peace (Municipal Court), which may lead to monetary fines for the property owner. The property owner will be contacted by the courts for further details on the citation.

Every effort will be made by our office and Code Enforcement Officers to educate and alleviate these issues within Guadalupe County. It is important for property owners to communicate and work with the officers to come to a resolution that is best for our community and the residents living in it. This process is the same for every property potentially in violation within Guadalupe County.