

Town of Wilton

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Assessing Office Procedure Regarding Entering Private Property

I. OVERVIEW

This Assessing Department policy applies when an inspection of private property is required contractually or by directive of the Board of Selectmen.

II. GUIDELINES FOR ENTERING POSTED PROPERTY

A. Posted Property without Physical Barrier

If a property is posted “no trespassing” or similar but the property access (i.e., driveway, walkway, etc.) is not obstructed by a gate or other objects such as logs or large boulders, the assessing agent will pass and approach the main door of the building to ask permission to complete the assigned assessing related inspection tasks. (Note: This is the same access that is afforded any person conducting routine business (i.e., meter reader, USPS, FedEx, etc.)).

If the property owner in unavailable or otherwise does not provide permission for such inspection, the assessing agent will promptly leave the property, but may conduct whatever inspection can be conducted from outside of the property boundaries.

B. Posted Property with a Physical Barrier

In the event the property is posted “no trespassing” or similar and the property access (i.e., driveway, walkway, etc.) is obstructed with either a gate, large logs or large boulders, the assessing agent will not enter the property.

III. GUIDELINES FOR ENTERING PROPERTY THAT IS NOT POSTED

An assessing agent shall only enter private property when it is safe to do so. The presence of any hazard that may pose a risk of harm to the assessing agent is grounds for the assessing agent to refuse entry.

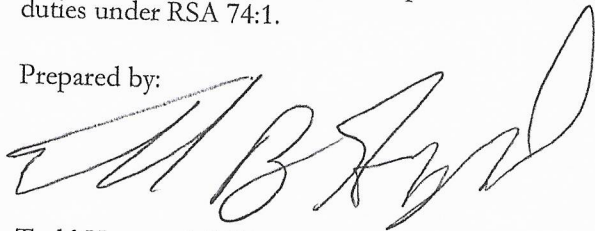
For purposes of this section, a “hazard” includes, but is not limited to, an unrestrained dog or other animal capable of doing bodily harm, a threatening occupier of the property, ongoing construction, etc.

IV. ALTERNATIVES WHEN PERMISSION FOR INSPECTION IS NOT GRANTED

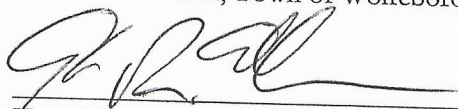
When an assessing agent is unable to enter a property to conduct an inspection due to the denial of Permission or an unsafe condition, the assessing agent will notify the Assessing Department. The Assessing Department or the Town will send a letter to the property owner requesting permission or removal of the unsafe condition to allow the assessing agent to inspect the property.

If the property owner fails to consent or otherwise take appropriate steps to allow reasonable and safe access to the property for the purpose of conducting an inspection, the Town may seek an administrative inspection warrant pursuant to RSA 74:17 and RSA 595-B to allow it to complete its duties under RSA 74:1.

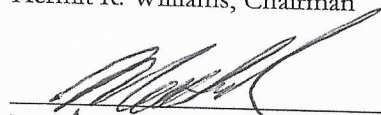
Prepared by:



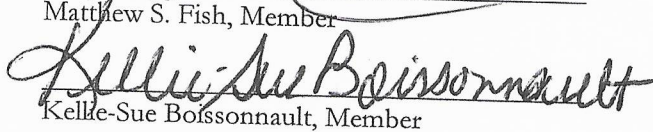
Todd Haywood, RES, CNHA
Contract Assessor, Town of Wolfeboro



Kermit R. Williams, Chairman



Matthew S. Fish, Member



Kelle-Sue Boissonnault, Member