

A man in a blue suit and red tie stands at a podium with a microphone, looking down at a document. A woman in a pink top stands next to him, also looking at the document. The background is a blurred office setting.

GENERAL CODE

Code Reference Guide

Information and Tools to
Support the Maintenance of Your Code



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Welcome to General Code

For more than a half century, General Code has taken great pride in helping communities like yours create, manage and maintain Codes that keep citizens informed and help staffs be more productive. We look forward to providing your municipality with the same expertise and service that more than 3,000 local governments in the US and Canada have already experienced through their partnership with General Code.

We've created this guide to provide you with tips and tools to help you manage your new Code—in print and online. We'll also introduce you to **eCode360®**, General Code's industry-leading online platform that can help you access and manage your Code from a variety of desktop and mobile devices. You can find out more about the benefits of *eCode360* on page 6.

The Most Important Tip of All: Keep Your Code Up to Date

Your Code is a living document that evolves with your municipality. Keeping it clear, current and enforceable is essential. As you pass new laws, it will be important to integrate them into your Code so that it remains a reliable resource.

At General Code, we have the experts and experience to keep your Code current whether adding new legislation to your Code through our supplementation process or by reviewing the entire Code. Our goal is to give you a Code you can count on that's reliable and enforceable for you and your constituents. For more information on keeping your Code current, see page 7.

We hope you find this guide to be helpful as you explore all the possibilities within your Code. Should you have any questions, feel free to contact us. We are always happy to help!

Congratulations, again, on your Code—and thank you for being a General Code client!



Distributing Your Print Code & Supplements

Once adopted, you're ready to share this accurate, enforceable Code with your staff, constituents and municipal agencies.

Before you deliver a single copy of your Code, some simple procedures should be put in place that will ensure all print copies of your Code are accounted for and kept properly updated when supplemental pages are published.

Create a Distribution List

A distribution list indicates those individuals to whom you provide a print copy of your Code. It also indicates that those recipients will need updates when the Code changes. It is recommended that you supply your list to General Code. That way, you can easily find your list of Code holders in the Admin section of *eCode360*. With this information, we can simply print the names and/or addresses on your paper supplements, saving you and your staff valuable time.

Ask Those Receiving Your Print Code to Sign a Memorandum of Receipt

It's a good idea for municipalities to ask officials who are issued print Codes to sign a Memorandum of Receipt. This document sets forth the responsibilities accompanying receipt of the Code volume.



A sample Code Distribution Letter and Memorandum of Receipt are included in the Appendix of this guide for your use.



Ordering Copies of Your Code

Whether you need a portion of your paper Code reproduced—or the entire Code—General Code can help.

Placing Your Order: Call Client Services toll-free at 1-800-836-8834, or submit your request via email to sales@generalcode.com.

Chapter Reprints (Pamphlets)

It's common for constituents and municipal officials to request copies of individual chapters or sections of your print Code. General Code can reproduce the most frequently requested chapters of your Code for you in pamphlet form so that you can have them readily available to easily fulfill these requests. Many times municipalities sell their land use chapters as pamphlets at a nominal price that covers all of their costs. Each accurate and up-to-date copy is printed on high-quality paper and spiral-bound with a sturdy, attractive cover.



When ordering, keep the quantities small so you don't have to worry about the cost of updating leftover pamphlets when you amend chapters and need to reprint pamphlets. We recommend ordering only as many pamphlets as you need. There is no minimum quantity and we can mail a new supply in just a few days.

Print Code Subscriptions

Local governments sometimes receive requests from the private sector for copies of the Code in print or on CD. If your local government regularly receives a large number of these requests and doesn't have the time or the staff available to maintain inventory, fulfill orders and collect payment, General Code can handle it for you with our Code Subscription service.

Deliverable: We are fully equipped to handle the production, marketing and sale of your Code to local attorneys, engineers, planners and developers at **no additional cost to your local government**. We also offer each purchaser an opportunity to subscribe to regular updates. With this option, you won't have to worry about sending them Code updates. We will send the purchaser the updates directly and they will be billed once a year. When you receive requests to purchase the Code in either paper or electronic format, simply provide our toll-free number and we'll take it from there.

Online Code Subscriptions

For clients that have *eCode360*, attorneys and other professionals who aren't part of your staff can use your Code electronically. If they choose to purchase a professional *eCode360* subscription, they can access premium tools when they use your electronic Code. For details and to subscribe, they can go to our subscription page at ecode360.com/subscription/.



Accessing Your Code Online With eCode360®

Nowadays, your constituents and staff expect to find the information they need online. An electronic Code, or eCode, can eliminate many time-intensive manual steps for you, your staff and your constituents, while helping to ensure fast access to information.

More than 1,900 municipalities of all sizes in the U.S. and Canada already use *eCode360*. In fact, many of our eCode clients record thousands of visits to their eCodes annually, which means that their citizens, staffs and local developers actively seek information from their online Codes on a regular basis.

With *eCode360* it's never been easier for you, your staff and your constituents to navigate and share your online Code. To get the most out of *eCode360* we recommend that you follow these steps:

Activate Your Login

Logging into eCode with your password can enhance your *eCode360* user experience by giving you access to additional municipal tools and features. To request your *eCode360* password, go to: generalcode.com/request-login.

Attend a Webinar

Our eCode webinar series provides you and your staff with live, online instruction with an eCode training specialist who can walk you through the tools and features of *eCode360* and answer questions specific to you and your municipality. For available webinars and to sign up, go to: generalcode.com/webinars.

Train Your Staff to Use Your *eCode360*

It's important to share your eCode knowledge with your staff to get them up and running on how to use the tools and features that can make their jobs easier. On top of our training webinars, our eKit for eCode is a great resource that can help you train your team on the basics. To download our eKit for eCode, go to: generalcode.com/ekit.

With *eCode360*, you can:

- > Provide citizens and staff with a self-service searchable online Code with easy navigation
- > Easily print or email sections of your Code as needed
- > Search multiple Codes at once for research and drafting sample legislation
- > Submit your adopted new legislation to be posted online between scheduled supplements
- > Upload public documents that can be searched with your Code*
- > Stay up to date on changes to your Code by subscribing to eAlert emails*

For all of the key features and benefits of *eCode360*, we encourage you to visit generalcode.com/online-services/.

**These features are only available for upgraded accounts. Please contact us for more information or to upgrade.*



Supplementation: Keeping Your Code Up to Date

You have dedicated a significant amount of time and money to your codification project, so it's critical that your Code be regularly updated to keep it reliable and to protect your investment. As it is passed, new legislation will need to be codified and included in your Code so you have a comprehensive, unified document that contains all of your organized laws. Even graphically rich content such as tables and zoning maps should be incorporated into your Code.

Setting Up a Schedule

You can choose a supplementation schedule that works best for you. We recommend that you update your Code as ordinances are adopted, but some of our clients prefer to set up a quarterly, semiannual or annual schedule. Our average turnaround time for processing routine supplementation is 4 to 6 weeks.



If you decide to opt out of updating your Code as soon as legislation is passed, be sure to check that less timely updates will work for your Planner, Code Enforcement Official, Attorney and other users of your Code. Their needs may differ and they may need the Code to be immediately up-to-date when they reference it.

Updating Your Electronic Code

Some clients choose to update their online Code more often than their print Code. This way, they can feel confident that the online Code that people are referring to is up to date. Electronic updates can also reduce the cost of printing paper supplements multiple times in a single year. For more information about *eCode360*, call us or see Accessing Your Code Online on page 6. As the administrator of your electronic Code, you can also log in to *eCode360* to see when new supplements have been received or when they are completed. Your Code that resides on our eCode360 platform is automatically updated when your paper Code supplements ship, and will be up to date while you wait for your paper Code supplements to arrive in the mail.

Distributing Paper Supplements

Paper supplements will be sent to your office, usually via United Parcel Service (UPS). As you receive supplements, insert them into your copies of the Code immediately. The numbered Instruction Page for each supplement should be retained in the Code for future reference.

Recordkeeping

In the Appendix of this guide, we have provided you with a sample Supplement Distribution Letter and Supplementation Memorandum of Receipt. When a municipal official receives his or her supplement, we recommend that you have the official sign and date the specific supplement number. By following this procedure, you are assured that the supplement has been delivered to the official and that he or she is taking responsibility for maintenance of the Code.



How to Submit Legislation

Send General Code your legislation as soon as it is passed and we can keep track of it until your next Code update. Most clients find it easiest to email their new legislation to ezsupp@generalcode.com, but you can mail or fax it to us if you prefer.

By Email: Send to ezsupp@generalcode.com in Word, WordPerfect or PDF format. You will receive an email acknowledgement receipt.

By Mail: Send to 781 Elmgrove Road, Rochester, NY 14624, and we will send you a postcard acknowledgement of receipt.

By Fax: Faxed copies are acceptable; however, scanned copies often aren't as clear. Our fax number is 585-328-8189.



For clients with *eCode360*, we will post searchable PDFs online in the "New Laws" section of your electronic Code within 48 hours of when you send your legislation to us. Although the functionality of the PDFs is limited, your constituents and staff will be able to see that a new law has been passed until the new laws are codified and fully integrated into your Code.



Tips for Saving Money on Supplementation

Regardless of the size and complexity of your supplement, there are a number of things you can do that will make the supplementation process work more efficiently and save you money.

First and foremost, be sure to send us all legislation. This will reduce the time it takes to track down your legislation and codify it, which means less cost for your municipality. If you are certain that an ordinance is non-Code material, you can exclude it, but please include a comprehensive list of ordinances with the non-Code material clearly marked. If you aren't sure, it is best to send all ordinances.

Adopting and Labeling Your Legislation

- > When amending a section, include in the legislation only new or amended language rather than reproducing the whole chapter. If it is necessary to include the text of the entire chapter, highlight the amended sections.
- > Send as-adopted copies with the governing body's final adoption date and enactment number clearly indicated. If the approval of an outside agency is required, or if the legislation is subject to referendum, include that information as well.
- > Where possible, specify which chapter(s) and section(s) are amended by the new legislation.
- > Avoid uppercasing new material and striking out deleted material. These markings impede our scanner's ability to recognize characters.



If you have questions about how to proceed with an ordinance, please call us, toll-free, at 1-800-836-8834. We recommend that you call for advice before you adopt legislation, as we may be able to help you avoid costly and time-consuming delays.

Sending In Your Legislation

- > Send clear, legible copies of ordinances, local laws and resolutions and be sure that no pages are missing.
- > Avoid the time and extra cost of deciding what should be included in the Code. Part of General Code's service is to ensure the accuracy and reliability of the Code. In your cover letter or message, you can let us know if an ordinance was not adopted or tabled.
- > If you have an index ordinance list or register, it is helpful to send us that as well.
- > If legislation is typed or keyed separately from Board/Council meeting minutes, it is not necessary to send us the minutes with the legislation. When you do send minutes, mark the Code-related material.



Tips on Creating and Amending Ordinances

As your community needs change, new laws are adopted and old laws are amended. Regularly updating your Code with new laws to reflect these changes can ensure that your Code is always current and enforceable.

Being Specific is Important

When drafting changes to your Code, it's important to be specific regarding sections to be changed or repealed (see How to Cite the Code on page xvi). Avoid a blanket repeal of "all inconsistent ordinances or parts of ordinances"; rather, repeal or amend **specifically** those portions that are inconsistent. It is much less costly and time-consuming to update only the portion of the Code that has changed instead of updating the entire chapter when most of it did not change.

Start with Sample Ordinance Language to Amend the Code

General Code helps simplify the process for you by providing sample legislation that you can build on. In the Appendix of this guide, we have provided Sample Ordinances for reference, including samples for various amendments, deletions and additions to the Code. Your Municipal Attorney should be consulted with regard to content, format and the legal requirements of proposed legislation before enactment.

Use MultiCode Search for Additional Help

The MultiCode Search feature, available when you log in to *eCode360*, is a great tool for finding examples of existing legislation that can help you draft legislation. Using your *eCode360* password, you can search a topic across several Codes at the same time to see how other municipalities are handling the same issue.

Contact General Code for Assistance

We urge you to call us (toll-free at 1-800-836-8834) for a review of your ordinances before the drafts are adopted. Our review will include assistance in titling and numbering when drafting amendments or new legislation to prevent possible problems later on.

Other Legislation Tips

For more tips, information and background on developing ordinances and amendments, refer to the **Legislation FAQs** beginning on page ii.



Integrate Land Use Documents into Your Code

Today it's quite common to see land use documents that contain graphic-rich content. Photos, tables, charts and graphics are typically used to add an element of visual reference that can help developers and other constituents more easily understand zoning requirements or simply point out a particular physical aspect of a project. This approach is especially common in communities that use form-based Codes which can contain many visual elements that are critical to understanding the content. If you or your planner have or are considering adding graphic-rich content to your Code, we can help.

Maintain the Original Intent and Impact of Your Imagery

At General Code, we recognize the importance and intention behind each graphic, table, and map in your land use document. Rather than attempt to simplify or change visual elements to fit a particular style or format, we work to ensure that your thoughtfully designed documents are fully intact and reflect the original document. When codified, your zoning ordinance will be organized and systemized so it can be easily referenced and understood—and structured for growth and usability.

Examples of Graphically Rich Documents We Can Integrate into Your Code:

- > UDOs
- > Form-based Codes
- > District Overlays
- > Zoning Ordinances

Expertise We Can Offer:

- > Advice on structuring your land use document to accommodate future updates
- > Seamless integration of your document into your online Code through *eCode360*
- > Best practices for usability

Tap into eCode360—A Smarter Code Experience

Much like a PDF version of your Code, *eCode360* provides an accurate representation of your Land Use document, but it's fully integrated into your Code across an innovative, adaptable and smart online platform. In addition to relieving your staff from making time-consuming updates, *eCode360* blends security, tools, and staff expertise to ensure that your Code is a reliable, up to date reference source for constituents and developers.

Contact us if your planner is working on a zoning project so we can help integrate it into your Code. For more about our expertise in this area and to view new client examples, go to generalcode.com/planning-zoning.



Appendix

Legislation FAQs

Sample Ordinances for Revising the Code

- vi. Ordinance to Change an Existing Section of the Code
- vii. Ordinance to Add a New Section to an Existing Chapter of the Code
- viii. Ordinance to Repeal a Section of the Code
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Sample Distribution Documents


- xii. Code Distribution Letter
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How to Cite the Code

Glossary

Legislation FAQs

Almost every government adopts laws that regulate activities within its jurisdiction. In most states, when adopted by local and municipal governments, these laws are commonly known as “ordinances.” There are a number of states, however, where they are referred to as “bylaws,” “local laws” or “articles.” We will use the term “ordinance” to include all such formal local legislation.



Listed here are answers to some common questions that you can use as a guide to get you familiar with the process for drafting and passing new legislation. Please note that municipal officials should not use the pages that follow to determine your exact procedure for enacting ordinances. Just as some states use differing terms, most states utilize very specific and slightly different processes for adopting ordinances.

What is an ordinance?

An ordinance is a formal enactment by a local government, adopted by the primary governing body of that government (for example, a City Council).


How does an ordinance differ from a resolution?

Generally, ordinances have a greater regulatory capacity than resolutions. Although resolutions may be prepared according to a specific format and are usually shown on agendas before meetings of governing bodies, the procedures followed for resolutions tend to be less exacting. The vast majority of resolutions are used to perform the day-to-day administrative tasks of the governing body. On the other hand, ordinances usually establish a more definite and general law that must be followed in that municipality. Ordinances often identify penalties for violation of their contents.

What effect do state laws have on my ordinances?

Some states prohibit local governments from passing laws about some legislative issues, while others revise local adoption for local enforcement. There are other topics where local governments’ legislative power is limited, but not completely restricted, by the state. Because state statutes are always changing, there may be sections of your Code that can become outdated or invalid. For example, if your state enacts texting while driving laws, any local provisions will be affected.

One feature of General Code’s Legal and Editorial service is checking that your Code is in compliance with your state’s statutory requirements. Missouri clients with model codes can subscribe to our annual statutory update service to automatically update their Codes when the Missouri State Statutes change. Clients in other states often elect to have their Code reviewed periodically so that statutory conflicts do not become an issue.



When you suspect that your Code may no longer be in compliance with your state statutes, call us at 1-800-836-8834. We will work with you to determine if your Code needs a formal review.

How will one ordinance affect another?

Ordinances can affect each other in three basic ways: explicitly, implicitly and accidentally.

Explicit Effect: This is often referred to as an amendment or repeal. The later ordinance refers specifically to the earlier and describes the change.

Implicit Effect: Often called supersession. Normally, this is intentional. Although it is usually better to identify the nature of the impact on prior legislation, the occasional desire is to imply that a new ordinance will govern in place of all or part of the older one. For example, a government may adopt a new comprehensive building code that covers a variety of subjects. Even though the new ordinance does not specifically repeal all of the older legislation covering plumbing or electrical requirements, the legal effect may be that the older legislation has been superseded.

Accidental Effect: This effect is the most frustrating and occurs when a new law is passed without realizing that it conflicts with an old one. A good example of this might be seen in a community that suffers the loss of one of its children to drowning in a swimming pool. The public demands an ordinance. The government responds by requiring solid fences a minimum of 6 feet high around all pools. However, the government is so concerned with the drowning that it is unaware of a regulation in its zoning ordinance which bans fences over 5 feet high in residential districts. This creates a conflict that would make it very difficult to construct a swimming pool. With careful review, accidental effects can be limited, but most governments run afoul of this at one time or another.



If you sense that your municipality’s Code may have accumulated a lot of these types of conflicts over the years, perhaps it is time for a Legal and Editorial Analysis. Call us to get started at 1-800-836-8834.

How do we change our ordinance?

Use the appropriate type of legislation and procedure for the subject matter that you wish to address. For example, if your state has tighter requirements for adoption of zoning ordinances than for other ordinances, be sure to follow the procedures for zoning when adopting the zoning amendment.

Consider your goals very carefully. If you wish to revise all of the provisions of your original ordinance, you may wish to rewrite the whole text and phrase it as either an “amendment in its entirety” or as a new adoption with the repeal of the earlier ordinance.

More often, however, changes are smaller amendments, adjusting language to fit changing needs. It’s not unusual for governments to readopt an entire ordinance just to change one line. This can make it difficult to identify changes that could affect a pre-existing condition. In most cases, it is better to describe the portion of the older ordinance which is to be changed and then to describe the nature of the change (e.g. “to change the fine stated in §_____ from _____” or “to change the second sentence of § _____ to read as follows:_____”). By doing this, a government creates a clearer and simpler historical record of ordinances.

How do we write an ordinance?

There are two common ways for a local government to prepare an ordinance. One way is to direct the municipal legal counsel to draft it. A second approach is for an administrative or legislative member of the government to write the ordinance and for the attorney to review the legal language.

When you or your legal counsel begins to develop a new ordinance (or a major revision of an existing one), there are two good rules of thumb to follow:


Address a basic problem. Ordinances are written to deal with general subjects rather than with specific issues. For example, a largely residential community might wish to control what it sees as excessive pavement in front yards. Its ordinance might attempt a ban on pavement other than driveways.

The simpler the better. The more complicated the ordinance becomes, the more difficult it becomes to follow and understand and the more likely unintended loopholes can develop. In some cases, it may be obvious that an ordinance is dealing with an overly general subject when the ordinance becomes complicated and the writer begins trying to anticipate a variety of potential problems. It is best to write an ordinance that makes a simple statement such as: “It shall be a violation of this ordinance to empty motor vehicle ashtrays in or on any public property in the community unless such ashtrays are emptied into properly marked public waste receptacles. A violation of this ordinance shall be punishable as follows. . . .” In more complex situations, a series of such simple statements may deal with different facets of the larger problem and, together, may address the entire situation in a clear and effective manner. This approach is also valuable as it makes your ordinance easier to read and simpler for indexing purposes.

Can we use other local governments’ ordinances to write our own?

Samples are a very good way of seeing how others have dealt with similar problems. They can provide an effective means of avoiding the problems met by other governments when they wrote their ordinances. You can save time and energy and, if your municipal legal counsel is paid by the hour, samples can streamline the use of counsel’s time.

Sample legislation is available from various sources, including some state associations of local governments, from your neighbors and from General Code.



As you look to draft new legislation, it’s a great idea to see what legislation other municipalities have passed on the topic. If you have *eCode360*, you can login with your password to use the MultiCode Search tool to compare and contrast legislation from multiple municipalities at the same time. If you do not know your password or do not have *eCode360*, please call us at 1-800-836-8834 and we would be happy to help!

There are three basic ways to use sample legislation:

- > A sample may provide the perfect approach to your community’s problem. In this case, you can simply change the names, get legal review and adopt it.
- > A sample may be substantially appropriate but may need some minor revision. For example, it may come from a different type of municipal government or even from a different state and may need adjustment to bring it into conformance with applicable state laws.
- > It may be that no one sample serves in the most ideal manner. A cut-and-paste approach may be the best in this case, taking useful portions of one sample and appending them to valuable portions of another.

For more Frequently Asked Questions about Drafting Legislation, please visit generalcode.com/resources/legislation-faqs/. There you can find answers to other questions like:

What is an ordinance?

What is meant by a “formal” enactment?

When an ordinance is “subject to referendum” what does this mean?

Why should we spend so much on publishing notices?

Why do we have to keep copies of ordinances for so long? How should we handle this?

It seems as though we’re always adopting ordinances...

What effect will one ordinance have upon another?

How can we govern activities in a neighboring municipality?

What consideration should we give to enforcement?

Sample Ordinances for Revising the Code

Ordinance To Change an Existing Section of the Code

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO, CHAPTER 45 THEREOF, ENTITLED “LICENSES,” TO CHANGE THE FEES FOR LICENSES

Be it ordained (enacted) by the Council of the City of Metro, as follows:

Section 1. Section 45-5 of Chapter 45, Licenses, of the Code of the City of Metro, is hereby amended to change the fee of \$10 to \$25, to read as follows:

§ 45-5. Fees.
The fees for all licenses required by the provisions of this chapter shall be \$25.

Section 2. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Note: If more than one section is to be amended in a chapter, then additional sections can be added to this ordinance (local law) in the same manner as Section 1.

Ordinance To Add a New Section to an Existing Chapter of the Code

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO, CHAPTER 45 THEREOF, ENTITLED “LICENSES,”
TO ADD A NEW SECTION PROVIDING FOR APPLICATION FEES FOR LICENSES

Be it ordained (enacted) by the Council of the City of Metro as follows:

Section 1. Chapter 45 of the Code of the City of Metro is hereby amended to add a new section following § 45-5, to be known as § 45-5.1 as follows:

§ 45-5.1. Application fees.
At the time application is made for a license required by the provisions of this chapter, an application fee of \$5 shall be paid to the City Clerk.

Section 2. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Note: New sections are added as decimal sections in their proper places in the chapter. The sections following should not be renumbered as this would generally require reprinting the rest of the chapter needlessly and may affect the indexing references of the Code as well as any forms the municipality may have in use.

Several new sections may be added in the chapter by adding other sections to this ordinance (local law) in the same manner as Section 1.

Ordinance To Repeal a Section of the Code

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO, CHAPTER 45 THEREOF, ENTITLED “LICENSES,” BY DELETING AND REPEALING § 45-2

Be it ordained (enacted) by the Council of the City of Metro as follows:

Section 1. The Code of the City of Metro is hereby amended by deleting and repealing § 45-2, Application procedures, of Chapter 45, Licenses.

Section 2. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Note: Do not renumber sections of a chapter following repealed sections, as this would generally require reprinting the rest of the chapter needlessly and may affect the indexing references of the Code as well as any forms the municipality may have in use. In the Code, the text of the repealed section will be deleted and the section reserved. A note will be inserted giving the date and ordinance (local law) number of the repealer.

Ordinance To Add a New Chapter to the Code

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO BY ADDING A NEW CHAPTER 45, TO BE ENTITLED “LICENSES,” WHICH CHAPTER PROVIDES FOR CERTAIN LICENSES TO BE ISSUED BY THE CITY, PROCEDURES FOR ISSUING THE LICENSES AND PENALTIES FOR VIOLATION OF THE CHAPTER

Be it ordained (enacted) by the Council of the City of Metro as follows:

Section 1.

The Code of the City of Metro is hereby amended by adding thereto a new chapter, to be Chapter 45, Licenses, to read as follows:

§ 45-1. Licenses required.

§ 45-2. Application procedures.

§ 45-3. Application fees.

§ 45-4. License fees.

§ 45-5. Denial, suspension or revocation of licenses.

§ 45-6. Appeal procedures.

§ 45-7. Violations and penalties.

{Text of chapter would be included here.}

Section 2. Severability.

The provisions of this ordinance (local law) are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Ordinance To Replace an Existing Chapter of the Code With a New Chapter

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO BY DELETING AND REPEALING CHAPTER 45 THEREOF, LICENSES, AND REPLACING IT WITH A NEW CHAPTER 45, TO BE ENTITLED “LICENSES,” WHICH CHAPTER PROVIDES FOR CERTAIN LICENSES TO BE ISSUED BY THE CITY, PROCEDURES FOR ISSUING THE LICENSES, COLLECTING FEES, SUSPENDING OR REVOKING LICENSES AND PROVIDING PENALTIES FOR VIOLATION OF THE CHAPTER

Be it ordained (enacted) by the Council of the City of Metro as follows:

Section 1. The Code of the City of Metro is hereby amended by deleting and repealing Chapter 45, Licenses.

Section 2. The Code of the City of Metro is hereby amended by adding thereto a new chapter, to replace Chapter 45 hereinabove repealed, to be Chapter 45, Licenses, to read as follows:

§ 45-1. License required.

§ 45-2. Application procedures.

§ 45-3. Application fees.

§ 45-4. License fees.

§ 45-5. Denial, suspension or revocation of licenses.

§ 45-6. Appeal procedures.

§ 45-7. Violations and penalties.

{Text of chapter would be included here.}

Section 3. Severability.

The provisions of this ordinance (local law) are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 4. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Ordinance To Repeal a Chapter of the Code

ORD. (LOCAL LAW) NO. _____

AN ORDINANCE (A LOCAL LAW) TO AMEND THE CODE OF THE CITY OF METRO BY DELETING AND REPEALING CHAPTER 45 THEREOF ENTITLED “LICENSES”

Be it ordained (enacted) by the Council of the City of Metro as follows:

Section 1.

The Code of the City of Metro is hereby amended by deleting and repealing Chapter 45, Licenses.

Section 2. Effective date.

This ordinance (local law) shall become effective July 1, 2017.

Sample Distribution Documents

Code Distribution Letter

Code Distribution

To:

From:

Date:

Re: New Code book

Please find enclosed your new copy of the Code of the _____ of _____.

This is a very important and expensive document. Each book is serial numbered, and a log has been established in this office to record who has possession of each book. This log will also be used for documenting when supplements have been submitted to you.

The Code books are not to be defaced in any way. Notes are not to be made in the books. (Post-It type notes can be used for personal notes within a Code book without defacing it.)

When an elected official leaves office, his or her copy of the Code is to be returned to this office so that it may be kept updated and so that it can be redistributed to the successor in office.

When an appointed official leaves office, his or her copy of the Code is to be left in the possession of his or her immediate subordinate, who will have the responsibility for keeping the book updated until the new appointee assumes his or her duties.

If for any reason you lose your book or give it to someone else or have need of another book for someone else in your Department, please notify this office.

Code Memorandum of Receipt

Code Memorandum of Receipt

I _____ {print name} hereby acknowledge that on this day I received from the _____ of _____ a copy of the Code of _____, Serial No. _____. I understand that this Code volume is not to be defaced in any way.

I acknowledge my responsibility to maintain the Code volume by keeping it up to date as I receive supplements. Upon termination of my duties as _____, I agree to return the Code to the _____. Should I fail to return the Code volume, or if it is not returned in satisfactory condition, I may be held liable for payment to the _____ of a fee. The fee will be _____, which is the price members of the general public pay to purchase a copy of the Code.

(date)

(signature)

Supplement Distribution Letter

Distribution of Supplement to Code

To:

From:

Date:

Re: Code Supplement

Please find enclosed a packet containing revised pages for the Code of the _____ of _____, as published by General Code.

We wish to stress the VITAL IMPORTANCE of inserting these pages into your copy of the Code immediately. Prompt insertion is not only for your personal benefit but also the benefit of the municipality; it means your Code will be up to date and accurate. The updating of the Code books is a costly item in our yearly budget, and if we receive the revisions and do not insert them, it is a waste of money not only for those of us in government today but also for those to follow.

In addition, for the Code to be of maximum use to _____ officials in their duties, it needs to reflect the most current changes possible. It will also serve as a helpful historic reference to insert the Instruction Page for each supplement in the front of your Code when you incorporate the supplement into your book.

Please take a few moments now to ensure that your Code book is accurate by inserting the pages.

Thank you.

Supplement Distribution of Receipt

Supplement Distribution of Receipt

I hereby acknowledge that on the date indicated below, I received from the _____ of _____ a copy of the supplement indicated for the Code of _____, Serial No. ____.

Supplement No.	Date Received	Signature
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Citations of Code provisions should be complete in order to direct the reader to the appropriate provision, but not so detailed that they are difficult to read or become easily outdated.

The Code: The Code itself should be cited as “The Code of the_____ of _____” or “the Code.” Even though the Code is divided into parts, it is not necessary to cite the parts.

Chapters: When referring to a specific chapter of the Code, either in a separate document or in the text of the Code, the citation is “Chapter_____” (for example, “Chapter 230, Plumbing”).

Articles: Articles are used in the Code in two ways:

- > When two or more pieces of legislation on a single subject are placed in the same chapter, they are designated as separate articles of that chapter. Each will have a legislative history and its title will appear in the Table of Contents. (For example, this is regularly done in the Taxation Chapter.)
- > In some lengthy chapters, articles are used only as a tool to facilitate the organization of the material in the chapter and not to distinguish between two or more separate pieces of legislation. These organizational articles do not appear in the Table of Contents.

Articles are numbered using Roman numerals and are cited in the text as either “Article IV of Chapter 230” or “Chapter 230, Article IV.” It is helpful to include the article title in the citation also.

An example of a reference containing more than one “segment” (e.g., an article number as well as a chapter) is as follows: “Chapter 230, Plumbing, Article V” or “Article V, Licensing, of Chapter 230, Plumbing.”

Sections: Sections are cited using the section symbol (§). For example: “...as provided in § 230-4, Standards, of Chapter 230, Plumbing.” The only exception to this is when beginning a sentence, in which case the word “Section” is used instead. Multiple sections are cited by using two section symbols preceding the first section. For example: §§ 230-3 and 230-4.

Because of the numbering system of the Code and the use of page heads, it is not necessary to use the chapter number and name in the citation. There will never be two sections with the same number, and it is possible to cite a section as “§ 230-4 of the Code.” For clarity, however, it is often preferable to include the chapter number and name.

Subsections: Subsections should always be numbered. Except for the main, or lead-in, paragraph of a section, unnumbered paragraphs should not be used.

Definitions: Definitions are included in alphabetical order and not numbered or lettered. This allows for alphabetical insertion of future additions without renumbering or relettering an entire section.

Since definitions are not numbered or lettered, but arranged alphabetically, they are cited “...as defined in § 230-1” or “... in accordance with the definition of the word “permit” in § 230-4.”

Unless specific definitions apply, the section containing the definitions is prefaced with the following: “As used in this chapter, the following terms shall have the meanings indicated:”

Definitions are most useful if included at the **beginning** of a chapter.

ADOPTION: The formal action of the law by your governing body where a vote is held to enact/adopt the law.

ADOPTING ORDINANCE: An ordinance or local law that General Code prepares for your governing body to adopt. This ordinance or local law provides for adoption of your Code as your body of laws. The ‘Adopting Ordinance’ (or ‘Code Adoption Local Law’) is usually sent to you shortly after delivery of your Code.

AMENDMENT: A change in any law, such as a revision, subtraction of law, etc.

APPENDIX: The section at the end of your Code where material can be included.

DATELINE: The numerical designation on the bottom right corner of a printed page that indicates approximately when or with what supplement a particular page was published. The typical General Code dateline form is ‘month-01-year’ or ‘month-15-year’ (e.g. 05-01-16 or 10-15-2016).

DISPOSITION LIST: A chronological listing of legislation which indicates where particular items may be found in the Code or why they are excluded. The original ‘Disposition List’ is prepared by the editor from the research list and sent to the municipality with the Code Adoption Materials. The original Disposition List is continued in a special “DL” section at the end of the Code to indicate how current your Code is.

DISTRIBUTION LIST: Your municipality’s list of print Code book holders.

eCode360®: Developed by General Code, the only dedicated online platform created specifically to house codified laws and municipal documents. *eCode360* gives municipal staff and their citizens unparalleled flexibility to access and search their Codes on a variety of desktop and mobile devices.

HISTORY or HISTORIES: The bracketed information in your Code that indicates the legislation source of the chapter, article, section or subsection. “Histories” are normally boldfaced.

INSTRUCTION PAGE: When you receive a supplement to your print Code, the first page in each group of supplements is an ‘instruction page’ which tells you which pages to remove and which pages to insert into your print Code with that shipment. Store the instruction pages in numerical order in the front of back of the binder that holds your print Code.

LEGISLATION: Laws adopted by your governing body; includes ordinances, local laws and resolutions as applicable.

NEW LAWS: Uncodified legislation posted to *eCode360*.

PAMPHLETS: A printed booklet that contains one or more particular chapters of your Code. Usually municipalities find that there is a frequent public need for certain regulations such as zoning or subdivision. General Code can provide ‘pamphlets’ of those particular chapters, which the municipality then provides, usually for a fee, to the general public.

PUBDOCS: The online module to *eCode360* that provides immediate access to municipal information not included in the Code that you want made available to the public. Your citizens and other consultants can easily view public documents online such as meeting minutes, agendas, resolutions, budgets, legislation – and more.

SUPPLEMENT: When you send us legislation amending parts of your Code, we prepare a set of new pages incorporating this legislation into your printed Code as well as electronic versions of your Code. We refer to this order as a supplement.

WEBINAR: General Code offers bi-weekly online webinars to give *eCode360* users an opportunity to ask questions—in real time—and to see actual demonstrations of *eCode360*’s many tools and features from your own desktop. Sign up at generalcode.com/resources/webinars



Experience the Higher Standard.
Explore the Possibilities.

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