

## Code Violation/Complaint Form - Planning Services

Today's date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of individual filing complaint: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

### Complaint Information

Name of Violator (*if known*): \_\_\_\_\_

Location of Potential Violation: \_\_\_\_\_

Description of the Complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please attempt to provide photographs of problem site.

How would you like to be contacted?  Phone  Email  Letter  Fax

**Disclaimer:** *I understand that this document is public information and the Planning Department will provide a response within 72 hours of the time of filing. I also understand that this form covers complaints/violations under Chapter 26 (CDC) of the Municipal Code only. Violations/Complaints outside Chapter 26 will be routed to the appropriate department and may not be subject to the same conditions of this form.*

\_\_\_\_\_  
Signature

### To be filled out by Planning Code Enforcement Officer

Date of Response: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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