

City of Banks Ordinance Enforcement Complaint Form

13680 NW Main Street, Banks, Oregon 97106 Phone: 503-324-5112 Fax 503-324-6674

Please fill in as much information as possible. If you have photos or other related information that can be used as evidence of this violation, please submit them with this form. The submitted documentation will not be returned, and will become part of the complaint file. Attach a separate narrative if you need additional space.

Address/Location of possible violation: _____

Type of complaint:

Sidewalk Complaint

Street/Road Complaint

Animal Complaint

Tall grass/weed complaint

Nuisance Complaint

Parking Complaint

Fence Complaint

Other Complaint: _____

Details of Complaint: _____

Resident Name(s): _____

Owner Name(s) if different than resident: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Can the violation be seen from a road? Yes No

What is the best location to view the nuisance? _____

Are there any known/suspected hazards at the location? (i.e. Dangerous animals, criminal activity, chemicals, unstable individuals) Yes No Unknown

If yes, please list details of hazard: _____

City of Banks Ordinance Enforcement Complaint Form

13680 NW Main Street, Banks, Oregon 97106 Phone: 503-324-5112 Fax 503-324-6674

Complainant Information

Name: _____ Phone Number: _____
Address: _____ City: _____ State: _____ Zip: _____

Is the complainant a neighbor? Yes ___ No ___

Does the complainant give the City permission to use their property for viewing the violation? Yes ___ No ___
If No, please state why: _____

Will you be willing to testify in court if necessary? Yes ___ No ___ (Testimony may be necessary for prosecution).

PLEASE NOTE: ANONYMOUS COMPLAINTS WILL NOT BE ACCEPTED UNLESS A SERIOUS THREAT TO PUBLIC HEALTH AND SAFETY EXISTS. THE CITY'S ENFORCEMENT-RELATED CONFIDENTIALITY POLICY IS BASED ON STATE OF OREGON PUBLIC RECORDS' STATUTES. ENFORCEMENT RECORDS ARE PUBLIC RECORDS. THE CITY WILL MAKE AN EFFORT NT TO DISCLOSE THE COMPLAINANT'S NAME; HOWEVER, IF THAT PERSON IS REQUIRED AS A WITNESS IN AN ENFORCEMENT CASE – THE "RIGHT OF EXAMINATION" REQUIRES THE CITY TO DISCLOSE THE COMPLAINANT'S NAME.

Signature: _____ Date: _____

OFFICE USE ONLY:

Date/Time Received: _____ Received By: _____

Ordinance Violation: Yes ___ No ___ Ordinance Violated: _____

Date Investigated: _____ Investigated By: _____

Date of Contact: _____ Method of Contact: _____

Date of 2nd Contact: _____ Method of Contact: _____

Date of 3rd Contact: _____ Method of Contact: _____

Citation Issued: Yes ___ No ___ Court Date: _____

Date Closed: _____ Closed By: _____

Notes: _____

