

ORDINANCE ENFORCEMENT
COMPLAINT FORM



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:

- | | | |
|--|---|--|
| <input type="checkbox"/> Sidewalk Complaint | <input type="checkbox"/> Street/Road Complaint | <input type="checkbox"/> Animal Complaint |
| <input type="checkbox"/> Tall Grass/Weed Complaint | <input type="checkbox"/> Nuisance Complaint | <input type="checkbox"/> Parking Complaint |
| <input type="checkbox"/> Fence Complaint | <input type="checkbox"/> 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? (e.g. dangerous animals, criminal activity, chemicals, unstable individuals, etc.) Yes ___ No ___ Unknown ___

If yes, please list details of hazards: _____

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: _____

Would the complainant 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 not 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: _____
