

Mayor  
Rick Rosenberg

City Manager  
Brock Jacobsen



City Council  
Jarett Waite  
Ben Shakespeare  
Christa Hinton  
Janene Burton  
Dave Pond

## CODE ENFORCEMENT COMPLAINT FORM

**COMPLAINANT** *Please Print* \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Please give us as much detail as possible of complaint*

**Address where complaint occurs:** \_\_\_\_\_

**Detailed Explanation** \_\_\_\_\_

Signature \_\_\_\_\_

**For office use only:**

**Property Owners Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Tenants Name:** \_\_\_\_\_

**Code section(s) of violation:** \_\_\_\_\_

**Procedure:**

- ☐ Complaint Received
- ☐ Site Inspection and Photo Documentation
- ☐ Phone contact made with property owner
- ☐ Violation letter sent
  - \_\_\_\_ days for compliance
  - \_\_\_\_ date of compliance
- ☐ Check for compliance
  - ☐ Compliant
  - ☐ Not Compliant
- ☐ Start Legal Process

**Notes:**