



## Code Enforcement Complaint Form

Violations of City Code are handled on a complaint only basis. All complaints are kept anonymous and the City will NOT disclose any information regarding who filed the complaint. If you do not provide contact information, the City may not be able to investigate the complaint due to lack of information. Please be as thorough as possible.

**In order to file a complaint, please fill out 1 through 3 below:**

### 1. Address of Violation:

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\*Please provide the full address including street direction. Example: 218 Meridian Street North. If you are unsure of the address, please provide an accurate description. *Example: The vacant lot directly north of 218 Meridian Street North.*

### 2. Description of Alleged Violation:

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\*Please provide a complete description of the alleged violation. *Example: Grass on the property is longer than 12 inches. Red Ford Van in the driveway is unlicensed and no longer operable. There are old appliances, piles of old shingles and bags a trash stacked on the east side of the garage.*

### 3. Your Contact Information:

First Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Would you like confirmation?  Yes  No

Signature: \_\_\_\_\_

\*Please note, your contact information is confidential and ALL complaints are kept anonymous. We ask for this information only to confirm the details of the complaint with you. The City will NOT disclose where the complaint initiated. We will assume you wish not to be contacted with an update if you do not provide your contact information. Please return completed form to City Hall.

