

CODE ENFORCEMENT COMPLAINT

DATE: / /

Location/Nature of Complaint

Type of Complaint:

Please check one:

Noise *Rubbish Accumulation* *Signs* *Drainage* *Unsafe / Unsecured Structures*
Unpermitted Work *Tall Grass* *Zoning* *Unregistered / Inoperable Vehicle*

Other (please describe): _____

Brief Description of Complaint: _____

Street Address of complaint: _____

Contact Information

Confidential - *Our policy is to keep complaints anonymous. However, your name, phone number, and email are extremely helpful for reporting violations. Should this complaint end up in a Court of Law, full disclosure of contact information may be necessary.*

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Limitations of Code Enforcement:

Code Enforcement Officers will assist you in any way possible. However some enforcement issues may require referral to a different department or agency.

Code Enforcement *cannot* help citizens rectify the following problems:

- Emergency situations that threaten human life or property and demand immediate attention -Call 911
- Private disputes between neighbors
- Situations which are not specifically addressed in the Code of the Town of Clay.