NUISANCE ABATEMENT COMPLAINT FORM

Please fill out the form as completely as possible. Missing information could result in the inability to confirm the existence of a violation.

A street address is preferred and allows us to check pertinent information prior to making a field inspection, such as prior complaints and ownership. If no street address is available such as for a vacant lot, give the location as precisely as possible.

ADDRESS OR LOCATION OF VIOLATION

Owner’s Name:__________________________________________________
Address of location of nuisance______________________________________
If the address is not known, please explain the location of the nuisance:___________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

TYPE OF VIOLATION

Tall grass_____________  Junk/Trash___________
Abandoned/Distressed Structure__________
Other__________
(Please explain other)______________________________________________________________________________

Abandoned vehicles need to be turned in to the Police Department.

DESCRIBE THE VIOLATION

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
YOUR INFORMATION

This information is required and is necessary so that we may contact you with any question regarding your complaint. We will not give out this information during the investigation.

Your Name:________________________________________________________________
Your Address:_______________________________________________________________
Your Telephone Number:______________________________________________________

WHAT HAPPENS NEXT?

Upon receipt of your complaint, an inspector will make a visit to the location. Once investigated and verified, the property owner will receive a warning notice of the violation and be given a time frame to correct the problem. The time frame will vary with the type of violation. Failure to correct the violation may result in the issuance of a work order. The owner will then be billed for the charges. Failure to pay any charges incurred will result in a lien being placed on the property.