

INSTRUCTIONS

Fill out the incident/complaint report in as much detail as possible. Information regarding the property owners and the property can be verified in the Auditor's office.

Upon submission of the application the appropriate County department will visit the violation site to verify or reject the complaint. If the complaint is substantiated then the department will issue a "Notice of Code Violation" to the offending party allowing a period of time to rectify the violation. If the offending party fails to cease or correct the activity by the date specified then the offending party will be issued a Civil Citation assessing a penalty for each day the violation occurs. If the offending party still fails to cease or correct the activity within the time frame allotted then the County can file an application with the appropriate Court of jurisdiction for injunctive relief and orders of abatement.

VIOLATION INFORMATION

Please explain in detail the reason for submission of this report: _____

OFFICE USE ONLY

Department to Investigate? <input type="checkbox"/> Building <input type="checkbox"/> Health <input type="checkbox"/> BZA <input type="checkbox"/> Plan Commission
Site Visited ? <input type="checkbox"/> YES <input type="checkbox"/> NO By Whom: _____ Findings of Visit: _____ _____ _____ _____
Further Action Necessary <input type="checkbox"/> YES <input type="checkbox"/> NO Action Taken: <input type="checkbox"/> Letter to offending party <input type="checkbox"/> Forwarded to County Attorney Additional Comments: _____ _____ _____ _____ _____