

Appendix 1--Complaint Form

Tax Parcel Number: Section: _____ Block: _____ Lot: _____
Log No.: _____

COMPLAINT OF VIOLATION

Form of Complaint: Phone Letter (attach)

Complainant: _____

Address: _____

Phone: _____

Site Location: _____

Property Owner: _____

Nature of Complaint: _____

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ACTION BY ENFORCEMENT OFFICER:

Possible violation of Article _____, Section _____, Subsection _____
of the _____

Site Inspection completed on _____ (date) at _____ (time) [AM/PM]

Report of Findings: _____

Recommended Action: _____

Codes Enforcement Officer