

**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 know, 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.