

Code Enforcement Complaint Form

Town of Burns Flat

The Town of Burns Flat generally investigates code enforcement issues upon receipt of a complaint. Any person desiring to file a complaint regarding ordinance violations may do so by filling out this Code Enforcement Complaint Form. All official complaints will be logged by the Town and investigated by the applicable department or enforcement official. The more information you provide on this form, the better the Town will be able to investigate and respond to the complaint.

Reporting Party Information

Name: _____ Phone Number: _____

Mailing Address: _____

Complaint or Code Violation Information

Street Address or Location of Complaint/Violation: _____

Additional Location Information: _____

Name of Property Owner, if known: _____

Complaint or Code Violation Type

Weeds

Junk Vehicles

Animals

Vehicle Parked on Front Yard

Trash/Debris

Signs

Zoning/Unapproved Use

Business Licensing

Town Property

Sidewalk Obstructions

Sight Visibility/Right of Way

Storm Water/Runoff

Detailed Description of Complaint (Provide as much detail as possible)

Signature of Reporting Party: _____ Date of Complaint: _____

Official Use Only

Received By (Employee): _____ Date Received: _____

Submitted Work Order to Code Enforcement (date): _____