To report a complaint about a building, land use, fire or environmental code violation, please complete the following form to the best of your ability. The more specific your information, the better we will be able to process your complaint.

Property Owner’s Name:__________________________________________________________

Location of property you are reporting:____________________________________________

Occupant, if not the property owner:______________________________________________

Details of Complaint

Select the violation activity that best describes your complaint:

- [ ] Construction without permits
- [ ] Operation of an illegal business
- [ ] Accumulation of junk and debris
- [ ] Dangerous buildings or conditions
- [ ] Substandard housing
- [ ] Work in sensitive areas (streams, wetlands, slopes)
- [ ] Animal control
- [ ] Other (please explain below)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

On the back of this form, include a legible site map, directions to the property and indicate direction with a north arrow.

Contact Information

Name:_________________________________________________________________________

Address:______________________________________________________________________

City:___________________________ State:_______ Zip:___________ Phone:____________________

Signature:__________________________ Do you wish to remain confidential? YES□

City of Waitsburg staff will respond to complaints in a timely manner; however, the expediency of a response will depend on the degree of the complaint, workload and resource availability.

CITY USE ONLY

Date Received:_______________________ Received By:______________________________