

City of Metolius: Code Enforcement Complaint Form

Instruction: In order for your complaint to be accepted, you must fill in all questions completely and to the best of your knowledge. It is important that you supply as much detail as possible. If you have any questions, call code enforcement at (541) 546-5533.

Date Submitted:

Case Number:

Address of Violation(s):

City:

State:

Zip:

Nearest Cross Streets:

Subdivision:

Resident Name(s):

Phone:

Owner of Property:

Address of Owner:

City:

State:

Zip:

Details of Complaint: *(Be Specific)*

What direct impact does this complaint (violation) have on you, your property and/or your neighborhood?

ARE THERE ANY KNOWN OR SUSPECTED HAZARDS AT THIS LOCATION?

IE: Dangerous or unstable residents, dogs, criminal activity, etc.

☐ Yes ☐ No ☐ Unknown

If yes, please identify hazards in detail:

NOTICE: The top portion of this side is required and must be completed.

Complainant: (your name)		
Mailing Address:		
City:	State:	Zip:
Day time phone number:		

➤ Can the violation be seen from the road?
➤ Where is the best inspection point?
➤ Is the respondent a neighbor? (This complainant hereby gives the Code Enforcement Officer permission to use their property for viewing violation) <hr/>

Will you, the complainant, testify in court should the need arise? ☐ Yes ☐ No
(Note: Your complaint may not be accepted without you being available to testify in court)

If you have photos or other related information that can be used as evidence of this violation, please submit them with this application. The submitted documentation will not be returned and will become part of the case file for the City of Metolius Records.

Thank you for assisting in making the City of Metolius a better environment for everyone.

FOR OFFICE USE ONLY			
Date Received:		Taken by:	
Township	Range	Section	Tax Lot
Brief Summary of initial action taken:			