Code Enforcement Complaint Form

1. Complainant Information

(Optional. Information becomes public record once a case is resolved. Anonymo complaints may limit the City's ability to follow up.)

Name:	
Address:	
Phone / Email:	
Date Submitted:	

2. Location of Concern

Property Address:	
Cross Streets / Subdivision:	

3. Alleged Code Violation(s)

(Check all that apply — see Glenns Ferry City Code)

- ☐ Nuisance (e.g., weeds, junk, debris)
- ☐ Unsafe Structures / Property Maintenance
- ☐ Zoning / Land Use Violation
- ☐ Building without Permit
- ☐ Sign / Fence Violation
- ☐ Other: _____

Description of Violation Observed:

_____

_____

4. Evidence / Additional Information

Photos or documentation attached: ☐ Yes ☐ No

Additional comments:

_____

_____

5. For Office Use Only (City Staff)

Case Number:	
Officer Assigned:	
Date of Inspection:	
Responsible Party Contacted:	☐ Yes ☐ No

Inspection Findings:

_____

Code Sections Violated:

_____

Location on Property of Violation:

_____

Phone / Email:

_____

Plan for Correction (if provided):

_____

Follow-Up Actions:
Notice of Violation Sent: Date _____
Compliance Deadline: _____
Re-Inspection Date: _____
Outcome:
☐ Resolved / Voluntary Compliance
☐ Citation Issued / Legal Action Referred
☐ Abatement by City / Contractor (per Glenns Ferry City Code)
Officer's Notes:

_____

_____

Important Information (Per Glenns Ferry City Code)

• Complaints are investigated by the Code Enforcement Officer.
• Property owners are typically given written notice and time to correct violations.
• If violations persist, further enforcement may include citations, referral to the prosecuting attorney, or abatement by the City at the owner's expense.