

CITIZENS' COMPLAINT FORM

POSSIBLE CODE VIOLATION

CITY OF FORTUNA

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION • PLANNING DIVISION • ENGINEERING DIVISION

For office use only

FILE #

AP #

INSTRUCTIONS: Please complete this form with as much detail as possible.

1) ADDRESS OR LOCATION OF VIOLATION:

(Provide either street address or side of street with nearest cross street and number of houses from cross street.)

2) PROPERTY OWNER'S OR PRESENT OCCUPANT'S NAME (if known):

3) DESCRIBE THE COMPLAINT: (Be as specific as possible):

CONTACT INFORMATION

The information provided in the space below must be provided in order to process the complaint. This information is necessary in the event the City needs further information and/or input from the Complainant.

Contact information will remain **CONFIDENTIAL**. Upon a determination as to whether this complaint results upon a determination of a violation of either Municipal, County, State, or Federal laws, the Complainant will be contacted as to the status of the complaint and intended course of action and all contact information will be destroyed immediately after contact.

Name: _____ **Address:** _____
Telephone: _____ **City:** _____ **State:** _____ **Zip:** _____