



## CITIZEN/NUISANCE COMPLAINT FORM

**Guidelines:**

- Don't assume that a complaint has already been made by someone else.
- When you call city hall, give your name, address, and phone number. *This information is kept confidential but is necessary in case an inspector needs to contact you for further information.*
- Give the physical address where the nuisance is located and list specifically what is the issue. The city needs specific complaint details. Be accurate and factual.
- Give the city time to act. Housing code violations, for example, can take longer to correct. Contact city hall after a reasonable amount of time has passed to find out the progress on the complaint.
- Contact city hall if the issue reoccurs or if a new issue occurs.

**Complainant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PLEASE NOTE: THIS FORM IS A PUBLIC RECORD AND MAY BE DISCLOSED BY THE CITY IF REQUESTED.**

*Confidentiality Preference:* If you believe that disclosure of your identity would threaten your safety or property, you may request that your identity not be disclosed under RCW 42.56.240(2). Be advised, your request is not a guarantee that your identity will be protected from disclosure. Disclosure of information revealing your identity will depend on a number of factors including RCW 42.56 (Public Records Act), other applicable laws, and whether the complainant is criminally prosecuted with the understanding, **PLEASE INDICATE YOUR DESIRE FOR DISCLOSURE OR NON-DISCLOSURE OF YOUR IDENTITY BY CHECKING THE APPROPRIATE BOX, AND SIGN AND DATE BELOW:**

- My identity can be disclosed                       DO NOT disclose my identity

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Address or Location of Complaint:** \_\_\_\_\_

**PLEASE NOTE:** Inspectors are not permitted to walk onto private property to view a complaint. Can the issue or nuisance be seen from a public right-of-way, such as a sidewalk, alley, or street?  Yes     No  
 If the problem cannot be seen from the public right-of-way, please indicate whether the City Inspector can enter onto your property to view the issue.  Yes     No  
**Issue or nuisance must be inside city limits**

**Type of Complaint**

<b>Animals</b>	<b>Permitting/Zoning</b>
<input type="checkbox"/> stray/uncontrolled/vicious	<input type="checkbox"/> clearing/grading/construction w/out permits
<b>Buildings</b>	<input type="checkbox"/> noise
<input type="checkbox"/> abandoned/unoccupied/housing sanitation	<input type="checkbox"/> unauthorized use
<input type="checkbox"/> code enforcement	<b>Public Right-Of Way</b>
<input type="checkbox"/> fencing/retaining walls	<input type="checkbox"/> graffiti/litter
<input type="checkbox"/> inoperable/hulk vehicle(s)	<input type="checkbox"/> unauthorized use: parking/structures
<input type="checkbox"/> junk/refuse/debris	<input type="checkbox"/> vegetation blockage: alley/sign/sidewalk/street
<input type="checkbox"/> excessive grass/overgrown vegetation	<b>Other</b>
<input type="checkbox"/> Other:	<input type="checkbox"/>
<b>Utilities</b>	
<input type="checkbox"/> water <input type="checkbox"/> sewer	

Nature of Complaint: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Official Use Only**

Date Received:		Date Complainant Contacted:	
Received By:		Contacted By:	
Date Closed:		Closed By:	
Notes/Comments:			