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TDD: NYS Relay 711

Code Violation Complaint Form

Location of Violation/Complaint: _____

Address: _____

Owner (if known): _____

Tax Map Number (if known): _____

Description of Alleged Violation

Please include the location and nature of the violation, including how long the violation has been occurring. Please attach any additional documents, photos, records, etc.

Complainant's Name

While the nature of a code violation complaint is subject to disclosure under the Public Officers Law, the personal/contact information of the complainant does not need to be released. However, should a court action be filed concerning the complaint, all information may become part of the public record.

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

My signature verifies that the above statements are true and accurate to the best of my knowledge.

Signature _____

Please return this form to the Town of Fine Code Enforcement Officer

CODE COMPLIANCE STANDARDS

Code enforcement is a necessary part of neighborhood preservation and enhancement. Code violations may negatively affect the health, safety, welfare and environment of the community, and reduce property values. A code enforcement program exists to maintain the greater good of the community by gaining compliance with adopted codes in the Town of Fine.

The Process

1. Code violation complaints may be submitted to the Code Enforcement Officer by mail, fax, or in person at the Municipal Building.
2. If you send your complaint via mail, please clearly mark the envelope, c/o Code Enforcement Complaint.
3. When a code violation complaint is received, the Code Enforcement Officer will investigate the complaint with a site visit.
4. If a violation is confirmed, the Code Enforcement Officer will notify the owner and/or tenant of the subject property by mail with an official notice. This notice allows them up to 30 days to clear the code violation and bring their property into compliance.
5. Following the 30 days, the site will be re-inspected. If the violation still exists with no cooperation from the owner and/or tenant, the violation will result in a method of action that is necessary to abate the nuisance. Some cases may require board action, court action, or other actions necessary as determined by the Code Enforcement Officer and the Town Attorney.