

INTER-OFFICE ENFORCEMENT ROUTE SLIP  
(PLACE IN THE ENFORCEMENT FILE)

**CONFIDENTIAL**

Date: \_\_\_\_\_  
Taken By: \_\_\_\_\_

This Complaint is from: (check one of the following)

- NEIGHBOR                                       FIRE MARSHALL                                       CITY
- OTHER GOVERNMENTAL AGENCY                                       OTHER

\*\*\*\*\*  
**LOCATION of COMPLAINT:**

- 1. **Address:** \_\_\_\_\_
- 2. **Cross Street/Directions (from the complainant):**  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
**DESCRIPTION of the COMPLAINT:**

Description of perceived nuisance to be addressed (Example: Weeds 36" inches high; berry briars growing over the fence).

- \_\_\_ Tall Weeds                      \_\_\_ Abandoned Vehicles                      \_\_\_ Rubbish                      \_\_\_ Obstructed right-of-way
- \_\_\_ Fire Hazard                      \_\_\_ Unnecessary Noise                      \_\_\_ Public Health Issue

\*Other (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Use this space to provide more of a description and/or to describe the issue that may not necessarily be addressed above.

\*\*\*\*\*  
**CONTACT PERSON: The name of any complainant will remain confidential unless required by law to release.**

4. If more information is required, whom should this office contact?

Complainant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**For Official Use Only**

<b>Date Form Routed to:</b> Code Enforcement Officer _____ City Administrator _____ Police Department _____			
<b>Action(s) taken:</b>	Warning Date: _____	Citation Date _____	Court Date: _____
	Abatement Date _____	Lien Filed Against Property YES: _____ NO: _____	Amount \$ _____
<b>Final Disposition:</b>	Follow up Date: _____	Pending Judicial Review Date: _____	File Closed Date: _____