

# Code Violation Complaint Form

Please return this form to the City of Atascadero Police Department

**Mail:** 5505 El Camino Real, Atascadero, CA 93422

**Email:** [codeenforcement@atascadero.org](mailto:codeenforcement@atascadero.org) **Fax:** (805) 461-3192

Code Enforcement Phone Line: (805) 470-3191

## Location of Violation/Complaint

Address \_\_\_\_\_ Owner \_\_\_\_\_

APN # (if known) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_

### Please Check One

Are you a:     Tenant     Neighbor     Landlord     Other

Description of Alleged Violation. Please attach any additional documents, sketches or photos.

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## Witness/Complainant

While the nature of a code enforcement complaint is subject to disclosure under the Public Records Act, the PERSONAL/CONTACT INFORMATION OF THE COMPLAINANT IS CONFIDENTIAL. Should a court action be filed concerning the complaint, all information may become part of the public record.

Complainant's Name:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

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

## **CODE ENFORCEMENT**

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 City of Atascadero.

### **The Process**

1. Code violation complaint forms may be submitted by mail, email, fax, or hand delivered to the City of Atascadero Police Department or City Hall.
2. To ensure your privacy, you are encouraged to place your complaint form in one of the secured lockboxes. If you send your complaint via the mail, please clearly mark the envelope, c/o Code Enforcement Complaint.
3. When a code violation complaint is received, City staff will verify the complaint with a site visit.
4. If a code violation is confirmed, the owner and/or tenant of the subject property will be notified by mail with an official notice. This notice allows them up to 30 days to clear the code violation and bring their property into conformance.
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 fines, permit holds, or other actions necessary as determined by City staff and/or the City Attorney.