CITY OF WHITE OAK
PRIDE TRADITION
906 S. White Oak Road, White Oak, TX 75693
Phone: 903-759-6615 Fax: 903-297-3452

CODE ENFORCEMENT COMPLAINT FORM

Please complete this form and return it to the above address. Provide as many relevant details as possible including specific address. **A SIGNED COMPLAINT FORM IS NECESSARY BEFORE THE CODE ENFORCEMENT OFFICE CAN INVESTIGATE, UNLESS A LIFE THREATENING ISSUE EXISTS OR IF ITS IS OTHERWISE DEEMED APPROPRIATE TO ACT.**

Section 1. **COMPLAINT LOCATION INFORMATION**

ADDRESS OF PROPERTY COMPLAINT: _____

If you do not know the specific address be as descriptive as possible about its location. For example: the south west corner of X & Y street…or…2 houses east of my address…or…3rd lot in from the corner of X & Y on the north side of the street, etc.

IF KNOWN:
PARCEL NUMBER_____ PROPERTY OWNER_____

NAME OF RESIDENT_____ PHONE NUMBER_____

Section 2. **COMPLAINT SUMMARY** How long has the violation existed? _____

☐ Garbage/debris

☐ Junk Vehicles

☐ Tall dry vegetation
Fire Hazard

☐ Other
_____

☐ Zoning Violation

Most common examples include:
☐ Parking in the front yard
☐ Too many/prohibited animals
☐ Illegal Home Business
☐ Continuous Yard Sale
☐ Living in camper/RV
☐ Sign code Violation
☐ Building setback violation

☐ Substandard Building

Please describe on reverse side
Examples include:
☐ Broken Windows
☐ Fire damaged building
☐ Leaning Walls
☐ Sagging or holes in roof
☐ Missing doors

Please use the back of the form for details, any explanations or additional complaints

Section 3. **COMPLAINT INFORMATION**

Print your name _____

Your Address _____

Zip Code _____ Home Phone _____ Work Phone _____

Confidentiality preference: Disclosure of information revealing your identity will depend on application of the public disclosure law, Texas Government Code § 552.101 Texas PIA, other applicable statutes and whether the complaint is criminally prosecuted. Please initial in the space that indicates whether you desire information revealing your identity be disclosed. Failure to initial will result in information being subject to disclosure. **By checking Do Not Disclose I am indicating that the disclosure of my name would endanger my life, physical safety or property.**

_____ Do Not Disclose
Initial

_____ You May Disclose
Initial

SIGNATURE_____ DATE_____

Section 4. **ADDITIONAL COMPLAINT INFORMATION**

The violation must be visible from the public right of way. Or you must indicate that you would like us to contact you for permission to view the site from your property.

I give you permission to view the site from my property _____ Yes _____No

Contact: _____ Contact Phone: _____

Section 5. **COMPLAINT SUMMARY/ADDITIONAL INFORMATION**