



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

Zoning Violation

Substandard Building

Junk Vehicles

Most common examples include:

Please describe on reverse side

Tall dry vegetation
Fire Hazard

Parking in the front yard

Examples include:

Other

Too many/prohibited animals

Broken Windows

Illegal Home Business

Fire damaged building

Continuous Yard Sale

Leaning Walls

Living in camper/RV

Sagging or holes in roof

Sign code Violation

Missing doors

Building setback violation

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 _____

