

City of Veneta * 88184 8th Street * PO Box 458 * Veneta OR 97487 * (541) 935-2191 * www.venetaoregon.gov

PLEASE PRINT - DO NOT LEAVE ANY SPACES BLANK

1) COMPLAINANT INFORMATION

Name: _____ Phone: (_____) _____

Address: _____

2) TYPE OF COMPLAINT (check all that apply):

☐ Animal Control ☐ Code Violation ☐ Nuisance ☐ Water/Sewer ☐ Other _____

3) VIOLATION/COMPLAINT INFORMATION

Water/Sewer Service Address: _____

Address of Violation (Required): _____

Property Owner(s): _____

Renter(s): _____

How long has the violation existed: _____

4) DESCRIBE THE ISSUE:

Give as many details as possible, if you have photos or other related information that can be used as evidence of this violation, please submit them with this form. The submitted documentation will not be returned and will become part of the complaint file. Attach a separate narrative if you need additional space.

SIGNATURE: _____ Date: _____

- Complaints are handled in the order received. It may take 2-3 weeks before an investigation is conducted.
 - Health and safety issues take precedence over all other complaints and are usually investigated as soon as possible.
 - Clearing a violation may take 90-120 days, depending on the level of voluntary action on the part of the violator.
 - For more information on our code please visit our website at www.venetaoregon.gov
- NOTE: Anonymous complaints will be accepted but may or may not be investigated at the discretion of the City Administrator or designee depending on the following factors:
- The reliability of the complaint;
 - Whether the complaint alleges an imminent threat to public health and safety or to the environment;
 - The ease or difficulty with which the complaint may be verified by City staff.
- The City's enforcement-related confidentiality policy is based on State of Oregon public records' statutes. Enforcement records are public records. The City will make an effort to not disclose the complainant's name; however, if that person is required as a witness in an enforcement case the "right of cross examination" requires the City to disclose the complainant's name.

FOR OFFICE USE ONLY

Assessor's Map #: _____ Zoning: _____ UB Act: _____

Comments: _____