



City of Chewelah
301 E. Clay Ave. P.O. Box 258 Chewelah, WA 99109
Phone (509) 935-8311 Fax (509) 935-6279
codeenforcement@cityofchewelah.org
City Website: www.cityofchewelah.org

CODE ENFORCEMENT COMPLAINT FORM

What is Code Enforcement?

Rules governing the use of private property are intended to protect the public health, safety, and welfare of all citizens. The City of Chewelah is responsible for enforcing the provisions of the Chewelah Municipal Code, Washington state laws, and other ordinances. Each ordinance also contains penalties that may be imposed when a property owner refuses to correct a cited violation. It is the intention of the Code Enforcement Office and the City of Chewelah to work with citizens to correct violations that have been brought to our attention. The goal is not to penalize citizens when an effort is being made to correct the problem; Compliance is the goal.

Who may file a complaint and when may it be filed?

Any citizen may file a complaint whenever they observe conditions, uses of property or structures that are improper or potentially hazardous. Many violations are considered a "nuisance" as defined in the Chewelah Municipal Code Chapter **8.08.020 Public Nuisances** (1) A public nuisance is a thing, act, omission, occupation, condition or use of property which shall continue for such length of time as to: (a) Substantially interfere with the enjoyment of public and private property, create and constitute fire and other safety and health hazards, and generally create a menace to the health and welfare of the public. (b) Interferes with, obstructs, or renders dangerous for passage any stream, channel, public park, square, street, alley, highway or sidewalk. (2) The following acts, omissions or conditions, in addition to any others in violation of Part (1) of this section, shall constitute a public nuisance: (a) Conditions which may constitute disorderly, disturbing, unsafe, unsanitary, fly-producing, rat-harboring, or disease-causing places, conditions, or objects. (b) The existence of any junk, litter, or refuse within the city that creates a fire, safety, pest harborages, health or sanitary hazard, or interferes with a public right of way. (c) Vegetation left uncut or in an unkempt condition to the extent it creates safety or fire hazards, pest harborages, or interferes with the public right of way. **8.08.030 Prohibited Conduct** It is unlawful for any responsible person or owner to create, permit, maintain, suffer, carry on or allow, upon any premises, any of the acts or things declared by this chapter to be a public nuisance. (You can view the city codes in their entirety at the city's website: www.cityofchewelah.org)

How is a complaint filed?

Except where an immediate life safety hazard exists, compliance actions generally begin with a signed complaint form. Once the complaint form is complete, you may submit the form: by email to codeenforcement@cityofchewelah.org; by mail or in person to City of Chewelah Code Enforcement, (P.O. Box 258) 301 E. Clay Ave., Chewelah, WA 99109.

What happens once I've submitted my written complaint?

The investigation process will typically begin once a complaint has been received and processed. For the Code Enforcement Office or City Official to begin compliance actions, the violation must be documented from the road or from a neighboring property who has granted permission to view the site. Actual resolution of the issue can take weeks, months, and possibly longer, depending on the complexity of the issue and legal ramifications. **NOTE:** All complaints may not be a violation of the Chewelah Municipal Code. The Code Enforcement Office/City Official shall determine if a violation has occurred and the proper remedy.

INFORMATION OF PERSON FILING THE COMPLAINT

This section must be completed before the City of Chewelah can act on this matter.

Please print your name: _____

Your Address: _____

City: _____ Zip: _____

Phone Number: Daytime _____ Evening: _____

Email Address: _____

If necessary and applicable, may we have permission to enter your property to view the subject violation? YES _____ NO _____

Confidentiality: The information contained in complaints is a public record subject to disclosure under the Washington Public Records Act, Chapter 42.56 RCW, and may be requested and inspected by any person. Disclosure of information revealing your identity will depend on application of the Public Records Act, other applicable statutes, and whether the complaint is criminally prosecuted. Your identity may be withheld from public inspection at the City's discretion if you indicate that disclosure will endanger your life, physical safety, or property. With that understanding, **PLEASE INDICATE YOUR DESIRE FOR DISCLOSURE OR NON-DISCLOSURE OF YOUR IDENTITY BY INITIALLING THE APPROPRIATE BOX, AND SIGN AND DATE BELOW**

_____ My identity can be disclosed. _____ Do not disclose my identity. I believe disclosure would endanger my life, physical safety, or property.

CODE ENFORCEMENT COMPLAINT FORM CONTINUATION

THIS SECTION IS ABOUT THE ALLEGED VIOLATION – BE CONCISE AND COMPLETE

Please provide photographs, maps, or other documentation to substantiate the violation if possible.

Address of potential violation (if known):

If no address available, please provide a detailed description of the property/location:

Property Owner/Occupants (if known): _____

Parcel Number (if known): _____

Typical Code Enforcement Violations: Garbage, Graffiti, Right of Way Obstruction, Zoning Violations, Junk Vehicles, Fire Hazard

Nature of violation: (What did you see?)

Have you filed a complaint against this party before? () YES () NO

If yes, how many times, when, and with which departments? _____

Your Signature: _____

Date: _____

OFFICE USE ONLY

Date Received: ____/____/20____

Date resolved: ____/____/20____

Action taken:

Disposition: () Closed () Unfounded () Referred to other agency: _____ () Cited: # _____

() Other: _____ **Official assigned:** _____