



Southmayd Police Department

304 McElroy (P.O. Box 88) • Southmayd, TX 76268 • (903) 868-1212

City of Southmayd, Texas Code Enforcement Citizen Complaint Form

What is Code Enforcement?

Code Enforcement is to have a positive impact on the City as a whole and to improve the quality of life throughout the community. Code Enforcement will achieve these objectives through professionalism and positive interaction with the community and its citizens. Code Enforcement patrols throughout the city for any violation, respond promptly to all reported violations, educates the public on nuisance ordinances, and provides quality service to the community. Code Enforcement is intended to protect the public's health, safety, and welfare of the citizens.

Who may file a complaint?

Any Southmayd citizen or business owner may submit a complaint whenever they observe conditions, uses of a property, or structures that they suspect are improper. Knowledge of City Ordinances is not required, since the Enforcement Officer makes this evaluation. Misdirected complaints will be forwarded to a more appropriate department or agency if applicable.

How a complaint is handled once filed?

Except for when an immediate hazard exists, compliance actions begin with the Code Enforcement Officer's investigation. Where there is a violation, voluntary compliance is sought. If the violation continues, a citation for the violation may be issued and filed with the Southmayd municipal Court. A complaint form can be obtained at City Hall located at 4525 Elementary Drive, Southmayd Texas or the Southmayd Police Department located at 304 McElroy Street, Southmayd Texas or by calling City Hall at 903-868-9420 or the Police Department at 903-868-1212.

What happens once you have submitted a written complaint?

Except for issues where an immediate threat or health and safety concerns exist, initial action on your complaint will normally begin within a week of the complaint with an inspection of the site. Resolutions, however, can take weeks, months and sometimes longer depending on the complexity and legal ramifications involved.

OUR CORE VALUES

Professionalism•Positivity•Respect•Integrity•Dedication•Excellence

<https://southmaydtx.com/southmayd-police-department>



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Code Enforcement Citizen Complaint Form

My name is: _____

My Address is: _____

(street)

(city)

(State)

(zip code)

My Phone number is: _____

(home/cell)

(work)

If necessary, may we have permission to enter your property to view the violation/complaint? Y N

Address of complaint: _____

If no address is available, provide a detailed description of the property:

Occupant's names (if known): _____

DETAILED ACCOUNT OF COMPLAINT (be specific and attach photos if available):

To the best of my knowledge the information stated in this complaint is true and factual.

Signature of Complainant

Date Signed

Department Use Only

Date Received Complaint:	Inspection Date:
Verified: <u> </u>Yes<u> </u>NO If Violation Occurred what violation:	
Observation/ Action:	
Action Taken:	
Date completed:	Signature:

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