

Jefferson County Planning and Zoning Department		Complaint Form	
Complaint Type – Please check all that apply Note: We are only authorized to investigate the categories of complaints below.		This area for office use only	
<input type="checkbox"/>	Unpermitted Storage Container(s)	Violation Case No: _____	
<input type="checkbox"/>	Building without a permit	Received By:	
<input type="checkbox"/>	Operating a business without a Conditional Use Permit or proper zoning	Date:	
<input type="checkbox"/>	Unapproved alteration to, or development in, a floodplain	CAMA #:	
<input type="checkbox"/>	Unpermitted construction in a floodplain	Zoning:	
<input type="checkbox"/>	Farm animals on less than 3 acres	Property Case History:	
<input type="checkbox"/>	Not meeting building setback requirements		
<input type="checkbox"/>	Living in an accessory structure such as a Shed or Barn		
<input type="checkbox"/>	Living in a camper, R.V. or Tent	Action (Yes - No)	
<input type="checkbox"/>	Operating an Unapproved Junk Yard	Site Inspection (Yes - No)	
<input type="checkbox"/>	Two Dwellings on one parcel	Date(s) of Inspection:	
<input type="checkbox"/>	Accumulation of Excess Tires		
<input type="checkbox"/>	Having an Unpermitted Special Event		
<input type="checkbox"/>	Unpermitted or noncompliant sign		
<input type="checkbox"/>	Not meeting the requirements of a Conditional Use Permit		
<input type="checkbox"/>	Violation of the definition of a kennel, Article 23 of the Jefferson County Zoning & Subdivision Regulations or as amended through Resolution by the Board of County Commissioners.	Comments:	
<input type="checkbox"/>	3 or more unlicensed vehicles on a property		
Note: Jefferson County will only investigate a complaint if this form is filled out completely, notarized and submitted to the Planning and Zoning Department.			
Information about the person making the complaint		Information about the person or property being reported	
Your Name		Property Owner's Name	
Address		Site Address	
City & State		Site City	

Zip		Site Zip	
Phone		Owner's Phone	
Email		Your relationship with the property owner:	

Please describe your objections to the person's actions or the property use being reported:

Please provide a sketch of the site. Please note the location of the items or area being reported. (Optional)

My signature below means I understand and accept the following conditions:

1. This complaint may be submitted to the County Attorney for further action.
2. Jefferson County will not report to you the status of your complaint once it is filed.
3. Submission of a complaint form doesn't guarantee a resolution of the complaint to your satisfaction or in a timely manner.
4. Complaints are handled in order of their threat to the public's health, safety, and welfare.
5. Your identity may become public information in the course of the investigation of your complaint.

I, (Printed Name) _____, swear under penalty of law that the information I have submitted in this complaint is true and accurate.

Complainant's Signature:	Date:
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NOTARY STATEMENT: On this, _____ day of _____, 20____, before the undersigned notary public, this personally appeared who acknowledged to be the person of and as such did sign the foregoing instrument for the purposes therein contained. I WITNESS WHEREOF, I hereunto set my hand and official seal.
(Please Place Notary Seal Here)

Notary Public Name:

My Commission Expires: