



Planning Department
168 North Edwards Street
Post Office Drawer L
Independence, California 93526

PHONE: (760) 878-0263
FAX: (760) 872-2712
E-Mail: inyoplanning@inyocounty.us

Dear Customer,

Thank you for requesting a Complaint Form from the Inyo County Planning Department. Please find attached the Code Complaint Form for describing your complaint.

Prior to completing the Code Complaint Form, please consider the following questions:

1. Have I contacted the person(s) causing the problem? Do they realize what they are doing may be a violation that affects me and other neighbors in the area?
2. Have I acted in good faith as a responsible neighbor?
3. Am I filing this complaint because I have a personal problem with an individual, rather than a sincere concern over a code violation?
4. Do I have any possible code violations on my own property?
5. If I sign this Code Complaint Form and the County ultimately has to take administrative action such as fines or civil penalties, could I live with that outcome?

Confidentiality

The Planning Department shall make every effort to maintain confidentiality of the complainant. However, this may not be possible in all cases.

Time Line

First, the Planning Department will determine whether Inyo County has authority over the matter. If so, a timely investigation of the complaint will be made to determine an actual offense. If you prefer, the Planning Department will act as a mediator between you and the owner of the problem property to try and find a solution that is agreeable to both parties.

Violation Abatement

The Planning Department will direct the violator to abate the violation within a prescribed time frame. The preferred method of abatement is to encourage voluntary compliance. If the violation is not corrected, the Planning Department will then issue a formal request to correct the violation. If the violation is still not corrected, the case will be referred to the District Attorney for possible civil penalties (fines), court action and possibly criminal complaints.

Sincerely,

Inyo Planning, Code Enforcement

CODE COMPLAINT FORM

CONFIDENTIAL
NOT FOR PUBLIC REVIEW

Mail or deliver to:

Inyo County Planning Department
Attn: Code Enforcement
168 North Edwards Street
P.O. Drawer L
Independence, CA 93526

REQUEST FOR INVESTIGATION
(DO NOT ALLOW THE PUBLIC TO VIEW THIS DOCUMENT)

Case Number: ZV # _____

This form is to be utilized when a citizen is requesting that Planning Department investigate a possible zoning violation.

This form is intended to remain confidential. However, the form must be released if required by law.

COMPLAINANT INFORMATION
(person completing this form)

Name E-Mail

Mailing Address, City/State/Zip Phone Number

Do you wish to be contacted with the results of this investigation? Yes No

Would you consider mediation between you and the property owner where the alleged problem exists?
Yes No

I certify that the information provided on this form is true and correct to the best of my knowledge.

Signature

Date

DESCRIPTION OF VIOLATION / PROBLEM

Street Address of Violation Community Assessor Parcel Number (if known)

Property Owner (if known)

Nature of violation or problem (please be as specific as possible). Use the back of this sheet, if needed.

Driving directions to violation site from highway or major road:

Vicinity Map

FOR STAFF USE ONLY

Staff person assigned _____

Date of inspection _____

Investigation findings:

Action Taken:

Affiliated Files:

Case closed as: Unsubstantiated Abated Referred to _____

Affected Departments Notified: Planning Building & Safety Environmental Health
Public Works Sheriff Health & Human Services Other

Letters sent to property owner:

Dates _____

Complainant notified of action by: telephone letter fax e-mail

Dates _____

Notes: