

FOR OFFICE USE ONLY

Complaint # Z _____

Received by: _____

Date: _____

Forwarded to: _____

Inspection Deadline: _____

(5 working days)

Review Deadline: _____

(10 working days)



**TOWN OF CAMP VERDE
ZONING VIOLATIONS COMPLAINT PROCEDURE**

473 S. Main Street, Suite 102 – Camp Verde, AZ 86322
928-567-6631

The Town of Camp Verde has initiated a policy for receiving citizen zoning complaints to ensure a fair review of concerns of the public about zoning policy, procedures and violations. The Community Development Department appreciates your concern and shares in your wish to make Camp Verde a nice place to live, work and play.

How to File a Zoning Violation Complaint:

You must complete, sign and date the written Zoning Violation Complaint Form and deliver it to the Clerk's Office. (Under no circumstances, will phone calls, emails, faxes or other forms of communication be accepted). The Complaint must state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statements by other witnesses, you must submit their signed and dated statements with your complaint. Your complaint cannot be amended and the Clerk's Office cannot receive additional information related to your complaint once it has been submitted. Complaints that are not signed will not be processed.

What to expect:

1. Upon receipt of your written complaint, the Clerk's Office will date stamp the complaint, assign a Zoning Complaint Number (i.e. Z-09-01) and forward by e-mail to the Community Development Director.
2. The Zoning Inspector will inspect the site within 5 working days. The Department Head has ten (10) working days after receipt of the complaint from the Clerk's Officer to respond to you in writing. This written response will be mailed to you and a copy will be filed in the Clerk's Office. All original complaints and responses will be on file in the Clerk's Office. If the complaint is concerning land use activity and it is found to be justified, the Community Development Department will begin the compliance process as outlined in Section 102 of the Planning & Zoning Ordinance.
3. If the response is not satisfactory to you, you have ten (10) working days from the date of the written response to request that the Manager review the matter. The request must be filed, in writing, with the Clerk's Office, and must reference the original complaint number. Note: phone calls, emails, faxes or other forms of communication will not be considered. The Manager will review the matter within ten (10) working days, and notify you of his determination with regard to your complaint. The Manager may concur with the response of the Department Head or recommend additional action.

Note: a complaint is a public record and by law the Town must provide the name of the complainant.

LOCATION OF PROBLEM: _____

NAME OF OWNER/TENANT (if known) _____

State the details of your complaint: You may attach additional pages if necessary. If you have any relevant documents, please attach photo copies only. DO NOT ATTACH ORIGINAL DOCUMENTS.

Name: _____ Mailing Address: _____

Please Print

Physical Address: _____ Telephone #: _____

The information presented in this complaint form is true, correct and complete to the best of my knowledge, Furthermore, I acknowledge that I have read and understand the procedures. Note: a complaint is a public record and by law we must provide the name of the complainant.

X _____
Signature (will not be processed without signature)

X _____
Date

For Office Use Only

Sent to Department for Review _____
Date

Date Inspected: _____
(5 working days)

Violation Found – CV Code #'s _____

Owner/Tennant: _____

Mailing Address: _____

City/Town _____ Zip Code _____

Action Taken _____
Date

Manager Review (if applicable) _____ Review Deadline _____
Date (if applicable) Date (if applicable)