



Town of Camp Verde
 Community Development
 473 S. Main St., Suite 108
 Camp Verde, AZ 86322
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CODE ENFORCEMENT

For Office Use Only Complaint # Z – N _____ Received by _____ Date: _____ Code Enforcement Officer Taking this case: _____ Building Official Taking this case: _____

TOWN OF CAMP VERDE ZONING – NUISANCE & BUILDING VIOLATIONS COMPLAINT FORM AND PROCEDURES

There are typically (3) three kinds of land or business use violations and several building code violations that the Town of Camp Verde enforces as listed below:

- **Zoning Violations:** Violations to the Planning & Zoning Ordinance as adopted by the Town Council. Violation procedures are listed in the Town Code under Section 7-7-1 thru 7-7-4.
- **Nuisance Violations:** Violation procedures are listed in the Town Code under Section 10-2-1 thru 10-2-8. Declaration of Nuisance.
- **Off – Premises Canvassing and Signage:** Violation procedures are listed in the Town Code under Section 9-2 thru 9-2-4 of the Town Code.
- **Building Code Violations:** Violation procedures are listed in the Town Code under Article 7-2 (Administrative Building Code) of the Town Code and the 2006 International Building Code.

It is the Code Enforcement Officer’s responsibility to determine which type of violation your complaint will fall under. It is your responsibility to describe the violation in as much detail as you can such as the examples listed below:

- Yard is full of Garbage, junk, weeds and/or debris.
- The property in question possibly has too many animals for its size and appears to be in violation of the Planning and Zoning Ordinance.
- Someone is possibly occupying a vacant piece of property and appears to be living in a recreational vehicle.
- Someone is building without a building permit.
- There is a dangerous building located on this subject property.

What to expect:

Once the Code Enforcement Officer has inspected the complaint, the officer will determine what codes are being violated, if any. There are different procedures for Code Enforcement set in the Town Code depending on the type of violation and each of these procedures take varying amounts of time. If the Code Enforcement Officer determines that no violation has occurred, the officer will respond to you, as the person filing this complaint, as soon as possible, depending on current work-loads. If the Code Enforcement Officer does determine that a violation has occurred, the officer must follow the enforcement procedures as set forth in the Town Code and will not contact you until the case has been closed and the violation has been removed or unless otherwise determined by the Board of Adjustments or the Court system.

Zoning/Nuisance Complaint form

Date: _____

Location of problem: _____

Name of Owner/Tenant (if known) _____

State the details of your complaint; you may attach additional pages if necessary. DO NOT ATTACH ORIGINAL DOCUMENTS.

You may remain anonymous if you wish, however you will not be contacted of any progress with this complaint.

Name: _____ Mailing address: _____
Person making complaint

Physical address (if different): _____ Phone #: _____

I wish to be contacted by: Phone Mail Email: _____

The information presented in this complaint form is true, correct and complete to the best of my knowledge. 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.

Print Name

Signature

For Office Use Only

Received by Department for Review: _____

Date Inspected: _____

Violation Found – Code #'s: _____

Owner/Tenant: _____

Mailing Address: _____ City/Town _____

Zip Code: _____

Action Taken: _____ Date: _____

Community Development Director Review (if applicable): _____ Review Deadline: _____
Date Date