

CODE VIOLATION COMPLAINT Timeline

In general, it can sometime take at least a month for some code violation complaints to be abated. The flow chart process is as follows:

Complaint is filed with the City.

City Staff investigates the code violation to determine applicability to the City's nuisance code

If the issue cannot be determined or complaint is unfounded, City will abandon the complaint with no further action.

If a condition is found to be present:

City will issue the first notice known as the "nice" letter to the person indicted on the complaint form giving them two weeks to address the issue to the satisfaction of the City.

Should the nuisance continue unabated after the initial time frame, City will issue a formal abatement letter that is sent out via regular and certified mail

Gives the complainant an additional 2 weeks to abate the condition as noted in the abatement notice

Should the complainant fail to abate the condition, depending on the infraction, the City will proceed with disconnection of water/sewer services until the nuisance is abated to the satisfaction of the City.

If a dog violation, City will issue a citation in an amount between \$100 - \$300 depending on the offense level; none of which can be waived, reduced or suspended.

In the event the complainant appeals the City determination, it goes to the City Planning Commission to be heard and decided upon.

Planning Commission decision can also be appealed to the City Council, in turn can be appealed to Walla Walla District Court

Be advised that this is a generalize timeline and abatement process and can change depending on the severity of the nuisance.

CODE VIOLATION COMPLAINT
City of Waitsburg

147 Main St. P.O. Box 35
Waitsburg, WA 99361
Phone 509-337-6371 FAX 509-337-8089

To report a complaint about a building, land use, fire or environmental code violation, please complete the following form to the best of your ability. The more specific your information, the better we will be able to process your complaint.

Property Owner's Name: _____

Location of property you are reporting: _____

Occupant, if not the property owner: _____

Details of Complaint

Select the violation activity that best describes your complaint:

- | | |
|--|--|
| <input type="checkbox"/> Construction without permits | <input type="checkbox"/> Operation of an illegal business |
| <input type="checkbox"/> Accumulation of junk and debris | <input type="checkbox"/> Dangerous buildings or conditions |
| <input type="checkbox"/> Substandard housing | <input type="checkbox"/> Work in sensitive areas (streams, wetlands, slopes) |
| <input type="checkbox"/> Animal control | <input type="checkbox"/> Other (please explain below) |

On the back of this form, include a legible site map, directions to the property and indicate direction with a north arrow.

Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature: _____ Do you wish to remain confidential? YES

City of Waitsburg staff will respond to complaints in a timely manner; however, the expediency of a response will depend on the degree of the complaint, workload and resource availability.

CITY USE ONLY

Date Received: _____ Received By: _____