

# CODE ENFORCEMENT COMPLAINT FORM

City of Veneta  
Enforcement Program  
88184 8th Street  
PO Box 458  
Veneta OR 97487  
(541) 935-2191

Thank you for contacting the City of Veneta Code Enforcement Program. Complaints are usually handled in the order received. It may take two to three weeks before an investigation is conducted depending on the number of complaints currently on file. Health and safety issues take precedence over all other complaints and are usually investigated as soon as possible. Clearing a violation may take 90-120 days, depending on the level of voluntary action on the part of the violator. For more information go to [www.ci.veneta.or.us](http://www.ci.veneta.or.us)

**ALL INFORMATION IS REQUIRED:**

**DATE:** \_\_\_\_\_

**COMPLAINANT/REPORTING PARTY:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS OF VIOLATION (REQUIRED) :** \_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_

**RENTER(S):** \_\_\_\_\_

**TYPE OF COMPLAINT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW LONG HAS VIOLATION EXISTED:** \_\_\_\_\_

It is important that you supply as much detail as possible. If you have photos or other related information that can be used as evidence of this violation, please submit them with this form. The submitted documentation will not be returned and will become part of the complaint file. Attach a separate narrative if you need additional space.

**SIGNATURE** \_\_\_\_\_

**NOTE:** Anonymous complaints will not be accepted unless a serious threat to public health and safety exists. The City's enforcement-related confidentiality policy is based on State of Oregon public records' statutes. Enforcement records are public records. The City will make an effort to not disclose the complainant's name; however, if that person is required as a witness in an enforcement case-the "right of cross examination" requires the City to disclose the complainant's name.

