

Mono County Community Development Department

Compliance Division

PO Box 347 / Mammoth Lakes, CA 93546 / 760.924.1826, fax 924.1801 / ncriss@mono.ca.gov

Dear Customer,

Thank you for requesting a Complaint Form from the Mono County Community Development Department/Compliance Division. 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 Compliance Division shall make every effort to maintain confidentiality of the complainant. In some extreme cases, however, this may not be possible.

Timeline

First, the Compliance Division will determine whether Mono County has authority over the matter. If so, a timely investigation of the complaint will be made to determine an actual offense.

Violation Abatement

The Compliance Division will direct the violator to abate the violation within a prescribed time frame. The preferred method of abatement is the use of creative solutions or remedies to gain voluntary compliance. If compliance is not voluntary, the Compliance Division will then proceed toward ultimate abatement by administrative citations, civil penalties (fines), court action and possibly criminal complaints.

Status Updates

The Compliance Division shall provide status updates to the complainant.

Sincerely,

Nick Criss, Compliance Officer

CODE COMPLAINT FORM

◆ CONFIDENTIAL ◆
NOT FOR PUBLIC REVIEW

Mail or deliver to:

Mono County Community Development Department
Compliance Division
PO Box 347
Mammoth Lakes, CA 93546

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

This form is to be utilized when a citizen is requesting that a county department investigate a possible violation of a county law or other health and safety related problem.

This form is confidential if submitted by a private citizen in accordance with county policy. However, the form must be released if required by a court of law. Forms submitted by competing business entities, as determined by the affected department head, will be made available to the complainant upon request. A competing business is a business that provides a similar service or manufactures or sells similar products.

Case Number
Dept. Year Number

COMPLAINANT INFORMATION

(person completing this form)

Name

Name

Mailing Address, City/State/Zip

Phone Number

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

If this complaint is being filed against a business, are you an owner or employee of a competing business? Yes No Not Applicable

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

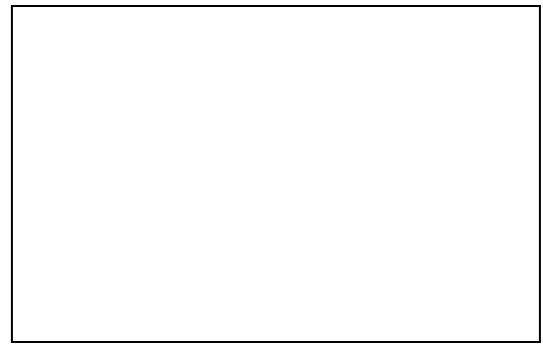
Community

Assessor Parcel Number

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 county 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 _____
Department

Affected Departments Notified: Planning Building Health Public Works Sheriff
 Child Protective Services Other

Letters sent to property owner:

Dates

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

Dates

Notes:
