

**CITY OF BEVIL OAKS
ORDINANCE VIOLATION
COMPLAINT FORM**

Address of Potential Violation: _____

Type of Violation:

High grass/weeds (#216) Trash/Litter (#216) Vehicle (#199) Dead/dying tree (#216)

Other: _____

YOUR Name: _____ Contact #: _____

No Anonymous complaints will be accepted!

OFFICE USE ONLY:

Office Personnel Received: _____ Date Received: _____

Entered into database
 Given to Code Enforcement

Code Enforcement Reviewed Date: _____

NO VIOLATION Reason: _____

Violation FOUND; Proceed with proceedings
 Pictures taken

Once complete, regardless
of outcome, give back to
Court Clerk

Code Enforcement Officer: _____

No Violation; entered into spreadsheet and final out
 Violation Found; letter sent with pictures Certified #: _____

Court Clerk: _____ Date: _____

2nd NOTICE:

Reviewed File
 2nd Notice Sent with pictures Certified #: _____
 Make complete copy of file for Attorney
 Is the Affidavit and PC in file?
 Court Date Set: _____
 Judge's Office Informed of Date Attorney's Office Informed of Date Officer Informed

Court Clerk: _____ Date Finalized: _____