



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT
DEPARTMENT 981 H STREET, SUITE 110
CRESCENT CITY, CA 95531

County Code Violation Complaint Form

The Community Development Department, Code Enforcement Division, handles a wide variety of local County Code compliance topics. Some specific types of compliance issues will be forwarded to other County Departments for their particular expertise, but coordination of the complaint and resolution may be through the Code Enforcement Division.

Description of Complaint (Attach Additional Pages if Necessary)

Location of Potential Violation

Violator Information (Name, address, etc if known)

Complainant Information

Name_____ Contact Phone_____

Address_____ E-mail _____

Signature_____ Date_____

☐ Please check box if you want this complaint to be kept as confidential as possible under existing law. The County will try to honor such a request, but please note that, depending on the circumstances, disclosure of the complaint could be required under laws governing public records or discovery in litigation. Please note also that maintaining the confidentiality of complainants may compromise efforts to cite and penalize violators.

Signature requesting confidentiality

County Code Compliance Request Process

1. Receive complaint.
2. Investigate to determine if a violation exists.
3. If a violation does exist, the property owner or violator will be contacted and informed of the violation, what actions are needed to remedy the situation, and given a specific compliance deadline date.
4. On the compliance deadline date, Code Enforcement Staff will verify that compliance has been attained. If this is found to be the case, the file will be closed.
5. If, upon re-inspection, the violation still exists, the property owner or violator will be contacted and again requested to comply. The second notice may include a date in which a citation may be issued/or further enforcement measures applied if the problem has not been resolved.
6. After the citation deadline is reached, a site visit is made to determine if the matter has been corrected. If the violation still exists, a citation may be issued and the case information prepared for Administrative Hearing.

Due to the large volume of complaints processed, it is difficult to maintain up to date status reports to complainants. Please feel free to check in with the Code Enforcement Staff if you would like to find out the current status of a complaint.

Different types of complaints and violations have somewhat different time frames for compliance based on a number of factors including public safety and ease of corrective activities required. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure that the livability of our community is maintained through communication, education, and mutual respect.

The County Code is available for reference on the County website at <http://ccode.dnco.org/>. It is encouraged that citizens refer to the County Code to provide a basis for a complaint, and if possible, communicate directly with the responsible party to the complaint in efforts of resolving the matter privately.

For questions regarding Code Compliance in Del Norte County, please contact Dominic Mello at (707) 464-7254 or dmello@co.del-norte.ca.us