



# CASSIA COUNTY VIOLATION / COMPLAINT REPORT FORM

1459 Overland Avenue, Room 210, Burley, Idaho 83318  
Phone (208) 878-7302 - Fax (208) 878-3510

## CASSIA COUNTY VIOLATION / COMPLAINT PROCEDURE

Cassia County will investigate all complaints in accordance with Title 3, Title 4 and Title 9 of the Cassia County Code. The safety and welfare of all Cassia County Citizens is our highest priority. Violations of the Ordinance are a serious matter and are responded to accordingly. Cassia County will make every reasonable attempt to mitigate a violation prior to sending the matter to the County Prosecutor for Legal Action. Property Inspections, mitigation meetings and other activity utilized in mitigation attempts are handled with Property Owner and are usually a matter of public record and so generally cannot be kept confidential. Complainant may remain informed by contacting the County at reasonable times and intervals for updates regarding the matter. Please note on the complaint form if you do or do not wish to receive information after the complaint is closed and/or resolved.

In order to thoroughly and accurately investigate a complaint or violation, please include the following information:

1. Name, address and phone number of complainant;
2. Property address of where the violation / complaint has occurred;
3. Property owner, parcel number and contact information (if known);
4. State the violation complaint you wish to have investigated;
5. Duration of the complaint or violation; and
6. Action requested

The Complainant may submit their complaint in writing with the above information or fill out the attached form. The Complaint Form must be signed. Without all of the above information, Cassia County may not be able to investigate your complaint or contact you in regard to the complaint. Please submit the complaint form in person to the County Courthouse at 1459 Overland Avenue, Room 210, in Burley, Idaho. Alternatively, you may fax the complaint form to (208) 878-3510.

**PLEASE NOTE THAT THIS REPORT AND THE INFORMATION CONTAINED THEREIN IS A MATTER OF PUBLIC RECORD.**

Upon receiving your complaint, Cassia County will review and investigate your complaint as quickly as possible. The priority and length of the investigative process is dependent on the complexity of the investigation and the consideration of the safety of an individual or community.



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1459 Overland Ave., Room 210, Burley, ID 83318  
Phone: 208-878-7302 Fax: 208-878-3510

## OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

BY: \_\_\_\_\_

COMPLAINT # \_\_\_\_\_

**PLEASE COMPLETE ALL APPLICABLE INFORMATION AND RETURN IT TO THE ADDRESS BELOW. PLEASE PROVIDE AS MANY RELEVANT DETAILS AS POSSIBLE. IF YOU HAVE PHOTOS, PLEASE SUBMIT THEM WITH THE COMPLAINT.**

### COMPLAINANT INFORMATION (YOUR PERSONAL CONTACT INFORMATION)

YOUR NAME: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### COMPLAINT INFORMATION

LOCATION, ADDRESS OR PARCEL NUMBER OF SUBJECT PROPERTY: \_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER (IF KNOWN): \_\_\_\_\_ PHONE: \_\_\_\_\_

### SUMMARY/STATEMENT OF COMPLAINT (attach additional page if needed and also attach photos if any):

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

DATES THAT VIOLATION MAY HAVE OCCURRED OR HOW LONG HAS VIOLATION EXISTED?

\_\_\_\_\_

ACTION REQUESTED / WHAT WOULD YOU LIKE TO SEE HAPPEN: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### THE CODE VIOLATION INVESTIGATION PROCESS:

- **INVESTIGATION:** County will investigate complaints to confirm if any alleged violations are valid and will search information regarding the case.
- **VIOLATION IDENTIFIED:** If County confirms that a violation exists on the subject property, the property owner will be notified in writing and given an opportunity to abate the violation within a specified timeframe.