



Please save this blank form to your computer, fill in the blanks & save it again. Then attach the completed form to an email to caskert@keizer.org. We apologize for the inconvenience.

Code Enforcement Complaint Form

Please complete this form to report a code enforcement violation within the City of Keizer. This form will be e-mailed to the Code Enforcement Staff and responded to in the order it was received. You will be contacted by phone or e-mail if additional information is required. Response time will vary according to the number of complaints currently on file. For more information call **(503)856-3438**.

Please fill out fields below to submit (*) Denotes Required Field

Email	<input type="text"/>		
* First Name	<input type="text"/>		
* Last Name	<input type="text"/>		
* Street Address	<input type="text"/>		
* City, State, Zip	<input type="text"/>		
* Contact Phone #	CELL <input type="text"/>	OTHER <input type="text"/>	
Do you want to be contacted and kept apprised of the investigation?			YES <input type="radio"/> NO <input type="radio"/>
* Location of Violation (Address)	<input type="text"/>		
Nearest Cross Streets	<input type="text"/>		
Check the types of violations	<input type="radio"/> Sign Violation	<input type="radio"/> Home Occupation	<input type="radio"/> Traffic Hazard
	<input type="radio"/> Junk Vehicles	<input type="radio"/> Vision Hazard	<input type="radio"/> Tall Grass & Weeds
	<input type="radio"/> Property Maintenance	<input type="radio"/> Trash / Junk	<input type="radio"/> Accessory Structure
	<input type="radio"/> Solid Waste	<input type="radio"/> Zoning Violation	<input type="radio"/> Other
* Description of Violation	<input type="text"/>		

Complaint Confidentiality Policy

Anonymous Complaints and Confidentiality: Code Enforcement does not accept anonymous complaints. The City believes that anonymous complaints are not as reliable as those made by citizens who are willing to identify themselves. However, information about complainants is kept confidential unless the official enforcement file is subpoenaed as part of a legal proceeding.

The City of Keizer's enforcement-related confidentiality policy is based on State of Oregon public records' statutes. Enforcement records are public records but the name of complainant is exempt from disclosure. The exemption is entitled: "Information submitted to a public body in confidence" As such, any record that identifies a complainant is exempt from disclosure. However, notes in a file or a complaint letter that does not specifically identify the complainant may be disclosed. The City will disclose the complainant's name if that person is going to be a witness in an enforcement case - the "right of cross examination" requires this provision.

ADDITIONAL INFORMATION: PLEASE REVIEW

Citizens Usual Concerns: Some people do not report a violation on a neighboring property for fear of reprisal. This is a typical concern for a complainant if your property is adjacent to or nearby the problem property. If you have any concerns about this; please feel free to contact Code Enforcement and ask about the "Neighbor to Neighbor Program".

Complainants Properties: Complainant properties should be free of any code violations especially if the violation property being reported is immediately adjacent to your own. If you are unsure if you have any violations on your property; contact Code Enforcement for a free site inspection. Please Note: If any violations are observed on your property; you would be required to correct them prior to any enforcement action being taken on the property reported.

Timeline: Complaints are usually handled in the order received. It may take up to two weeks before an investigation is conducted, depending on the number of complaints currently on file. Safety issues take precedence over all other complaints and are investigated as soon as possible. Resolving a violation may take up to 90 - 120 days, depending on the nature of the violation and voluntary action of the violator.

Follow-up with Complainants: After the initial field investigation, the Enforcement Officer assigned to this case will contact the complainant, if requested, and inform him/her of the results of the investigation and timeline for resolution of the violation(s).