

# Code Complaint Form

Please return this form to the Sausalito Community Development Department

**By Mail:** 420 Litho Street, Sausalito, CA 94965

**By Email:** code\_enforcement@sausalito.gov

**By Fax:** (415) 339-2256

Name \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ E-Mail \_\_\_\_\_

*The above information will allow staff to contact the complainant with questions on the complaint.*

## **Location of Alleged Violation**

Address: \_\_\_\_\_ Owner \_\_\_\_\_

APN (if known) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please Circle One

Are you a:            Tenant            Neighbor            Landlord            Other

Please provide a description of the alleged violation and attached any additional documents (e.g., sketches, photos) that will help in the investigation.

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While the nature of a code enforcement complaint is subject to disclosure under the Public Records Act, the personal/contact information of the complainant is confidential. Should a court action be filed concerning the complaint, all information may become part of the public record.

I verify that the above statements are true and accurate to the best of my knowledge.

Signature \_\_\_\_\_

Photos attached            Yes \_\_\_\_\_            No \_\_\_\_\_

## **The Purpose Of Code Enforcement**

Code enforcement is a necessary part of the City's neighborhood preservation and enhancement program. Code violations may negatively affect the health, safety, welfare, and environment of the community, and reduce property values. The code enforcement program maintains the greater good of the community by gaining compliance with the Sausalito Municipal Code.

**The Code Enforcement Process**

1. A Code Complaints Form may be submitted by mail or fax, or hand delivered to the Community Development Department located at City Hall
2. Upon receipt of a Code Complaint Form, staff reviews the information and may visit the subject property to assess the existing conditions.
3. If a code violation is confirmed, staff will notify the responsible person (e.g., owner and/or tenant of the subject property) by mail of the violation. The notification may be an optional Courtesy Notice or a mandatory Compliance Order as described below. If a Courtesy Notice is sent, the responsible person will be provided with a specified amount of time to contact the code enforcement staff and abate the violation.
4. If the violation is unresolved within the specified time allowed by the Courtesy Notice, a Compliance Order will be sent to the responsible person providing a minimum 10-day period to abate the violation. If the violation can be resolved through the issuance of a land use permit and/or building permit, the responsible party may be given the option to apply for a retroactive permit.
5. If the 10-day period lapses without the violation being resolved, an Administrative Citation may be issued with the incumbent fine.
6. In some cases the City may impose permit holds or other necessary actions, as determined by the Community Development Director and/or City Attorney.

**BELOW THIS LINE FOR CITY STAFF USE ONLY**

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**Tracking Log**

<b>Received By</b>	<b>Location of form /Comments</b>	<b>Date</b>