



Department of Planning and Community Development
300 Seminary Avenue, Ukiah, CA 95482
(707) 463-6203 / planning@cityofukiah.com

City Code Violation Complaint Form

The Department of Planning and Community Development in partnership with the City Police Department handles a wide variety of local City Code compliance topics. Some specific types of compliance issues will be forwarded to other City Departments for their particular expertise, but coordination of the complaint and resolution will be through either the City Police Department or the Department of Planning and Community Development.

Description of Complaint

Location of Potential Violation

Complainant Information

Name _____

Phone Number _____

Address _____

Email _____

Signature _____

Date _____

Please indicate if the complaint is to be confidential. Confidential complaints are processed identical to standard complaints, with the exception that the complainant information is kept confidential.

_____ Yes - I want this complaint to remain confidential

_____ No – Complaint does not need to remain confidential

Return completed for to: **City Police Department or Department of Planning and Community Development,
300 Seminary Avenue, Ukiah, 95482**

City Code Compliance Request Process

1. Receive complaint
2. Investigate to determine if violation exists
3. If the complaint does not constitute a City Code violation, the person filling the complaint will be notified and informed of the reason the situation does not constitute a violation.
4. 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. The owner or violator will also be advised to the ramifications of failing to comply.
5. On the compliance deadline date, City Staff will verify that compliance has been attained. If this is found to be the case, the file will be closed.
6. If, upon re-inspection, the violation still exists, the property owner or violator will be contacted and again requested to comply. The second notice will include a date in which a citation will be issued, the permit revocation process started, or other outcome as stipulated by the City Code will result if the violation has not been corrected.
7. After the second deadline, City Staff will conduct a second site visit to determine if the violation has been corrected. If the violation still exists, a citation may be issued, the permit revocation process started, the matter referred to the City Attorney, or other required steps taken.

Different types of complaints and violations have somewhat different timeframes 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 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 City Code is available for review and reference on the City website at www.cityofukiah.com. It is encouraged that citizens refer to the City 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 information regarding Code Compliance in Ukiah, Please contact:

Police Captain Trent Taylor – (707) 463-6247 / ttaylor@cityofukiah.com

Charley Stump, Director of Planning and Community Development
(707) 463-6219 / cstump@cityofukiah.com