



**Planning Department**  
**168 North Edwards Street**  
**Post Office Drawer L**  
**Independence, California 93526**

**PHONE:** (760) 878-0263  
**FAX:** (760) 872-2712  
**E-Mail:** [inyoplanning@inyocounty.us](mailto:inyoplanning@inyocounty.us)

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Dear Customer,

Thank you for requesting a Complaint Form from the Inyo County Planning Department. Please find attached the Code Complaint Form for describing your complaint.

Prior to completing the Code Complaint Form, please consider the following questions:

1. Have I contacted the person(s) causing the problem? Do they realize what they are doing may be a violation that affects me and other neighbors in the area?
2. Have I acted in good faith as a responsible neighbor?
3. Am I filing this complaint because I have a personal problem with an individual, rather than a sincere concern over a code violation?
4. Do I have any possible code violations on my own property?
5. If I sign this Code Complaint Form and the County ultimately has to take administrative action such as fines or civil penalties, could I live with that outcome?

#### **Confidentiality**

The Planning Department shall make every effort to maintain confidentiality of the complainant. However, this may not be possible in all cases.

#### **Time Line**

First, the Planning Department will determine whether Inyo County has authority over the matter. If so, a timely investigation of the complaint will be made to determine an actual offense. If you prefer, the Planning Department will act as a mediator between you and the owner of the problem property to try and find a solution that is agreeable to both parties.

#### **Violation Abatement**

The Planning Department will direct the violator to abate the violation within a prescribed time frame. The preferred method of abatement is to encourage voluntary compliance. If the violation is not corrected, the Planning Department will then issue a formal request to correct the violation. If the violation is still not corrected, the case will be referred to the District Attorney for possible civil penalties (fines), court action and possibly criminal complaints.

Sincerely,

Inyo Planning, Code Enforcement

# **CODE COMPLAINT FORM**

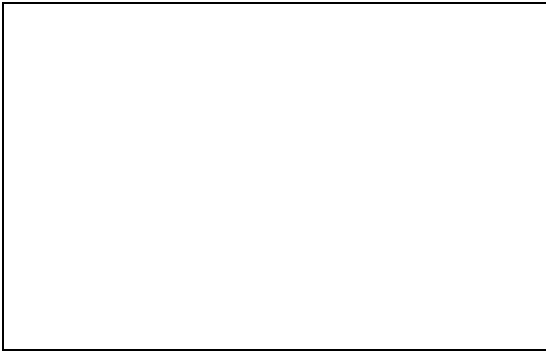
**CONFIDENTIAL**  
**NOT FOR PUBLIC REVIEW**

**Mail or deliver to:**

Inyo County Planning Department  
Attn: Code Enforcement  
168 North Edwards Street  
P.O. Drawer L  
Independence, CA 93526



Driving directions to violation site from highway or major county road \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Vicinity Map

**FOR STAFF USE ONLY**

<b>Staff person assigned</b>	<b>Date of inspection</b>
<b>Investigation findings:</b>	
_____ _____ _____ _____ _____ _____ _____ _____	
<b>Action Taken:</b>	
_____ _____ _____ _____	
<b>Affiliated Files:</b>	
_____	
<b>Case closed as:</b>	Unsubstantiated      Abated      Referred to _____
<b>Affected Departments Notified:</b>	Planning      Building & Safety      Environmental Health Public Works      Sheriff      Health & Human Services      Other
<b>Letters sent to property owner:</b>	
_____	
Dates	
<b>Complainant notified of action by:</b>	telephone      letter      fax      e-mail
_____	
Dates	
<b>Notes:</b>	
_____ _____	