



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue, Marysville, WA 98270
(360) 363-8100, (360) 651-5099 FAX

REPORTING CODE VIOLATIONS

How to file a complaint

It is the City's policy to conduct complaint investigations upon receipt of a written complaint. This can either be a letter or a completed COMPLAINT FORM*. This form is available at the Community Development Department, 80 Columbia Avenue, or can be provided by mail upon request. It is important to provide accurate and specific information (name of responsible owner/occupant, exact location, time/date of violation). Under Chapter 42.17 R.C.W., the Public Disclosure Law, you, the complainant, may indicate preference for disclosure of your name to inquiries from the public. Upon public inquiry of the complaint file, a decision of disclosure will be made on a case-by-case basis by the City Attorney. However, if the case is filed in court, your name must be disclosed if you are to be a witness.

- If an immediate life-safety hazard exists or an in-process violation is reported, telephone complaints will be accepted.

Who will respond to your complaint

The Community Development Department responds to complaints regarding alleged violations of building codes, land use regulation codes, licensing codes, health and safety codes, street and sidewalk codes, sewer codes and sign codes.

Processing your complaint

After your complaint is filed, appropriate City staff will verify whether the complaint is a code violation. If a violation is confirmed, the responsible individual will be requested to take corrective measures to comply with the City Code(s). If compliance has not been met by a date specified, and efforts are not taken to gain compliance, the matter may be referred to the Office of City Attorney for further action.

IF YOU HAVE QUESTIONS....???

Call...

Deryck McLeod, Code Enforcement Officer
City of Marysville Community Development Department
360-363-8100

or come by...

Public Works / Community Development Building
80 Columbia Avenue
7:30 am – 4:00 pm weekdays

IF YOU WISH TO FILE A COMPLAINT, BE SURE YOU HAVE A CODE VIOLATION COMPLAINT FORM.



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CODE VIOLATION COMPLAINT FORM

Today's Date: Date of Violation: Case No:

Location of Complaint: (Street Address)

Nature of Complaint:

Other Potential Witnesses:

Comments:

Occupant/Resident: Owner Name:
Work Phone: Address:
Home Phone: City:

Name of Person Making Complaint:
Address:
City: State: Zip:
Work Phone: Home Phone:

*** Under Chapter 42.17 R.C.W. the Public Disclosure Law, you as a complainant may indicate preference for disclosure of your name to inquiries from the public.

Please indicate by checking the appropriate box whether or not you wish to disclose your identity regarding public inquiries into this complaint. Upon such an inquiry, a decision of disclosure will be made by the City Attorney on a case by case basis. However, if the case is filed in court, your name must be disclosed if you are to be a witness.

- You may disclose my identity upon public inquiries regarding this complaint.
You may not discuss my identity upon public inquiries regarding this complaint without my permission.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT (RCW 9A.72.085)

Complainant: Signature Date:

Print: Name

Witness: Optional Date: