



Oneida County Planning & Zoning Violation/Complaint Report Form

Oneida County will investigate all Building Permit, Land Use, and Zoning Ordinance Violations and Violation/Complaint Procedures in accordance with County Ordinance No. 2022-08-01. The safety and welfare of all Oneida County Citizens is our highest priority. Violations of the Ordinance are a serious matter and are responded to accordingly. Oneida County will make every reasonable attempt to mitigate a violation prior to sending the matter to the County Prosecutor for Legal Action.

Property Inspections, mitigation meetings, and other activities utilized in mitigation attempts are handled with the Property Owner and are usually a matter of public record, so they cannot generally be kept confidential. The complainant may remain informed by contacting the County at reasonable times and intervals for updates regarding the matter. Please note on the complaint form if you do or do not wish to receive information after the complaint is closed and/or resolved.

In order to investigate a complaint or violation thoroughly and accurately, please include the following information:

1. Name, address, and phone number of the complainant.
2. Property address of where the violation/complaint has occurred.
3. Property owner, parcel number, and contact information (if known).
4. State the violation complaint you wish to have investigated.
5. Duration of the complaint or violation.
6. Action requested.

The Complainant may submit their complaint in writing with the above information or fill out the attached form. The Complaint Form must be signed. Without all of the above information, Oneida County may not be able to investigate your complaint or contact you in regard to the complaint. Please submit the complaint form in person to the County Planning & Zoning Office located at 30 North 100 West Suite 2, Malad City, Idaho 83252. Alternatively, you may email the complaint form to rneal@oneidaid.us

PLEASE NOTE THAT THIS REPORT AND THE INFORMATION CONTAINED THEREIN IS A MATTER OF PUBLIC RECORD.

Upon receiving your complaint, Oneida County will review and investigate your complaint as quickly as possible. The priority and length of the investigative process are dependent on the complexity of the investigation and the consideration of the safety of an individual or community.

THE CODE VIOLATION INVESTIGATION PROCESS:

- **INVESTIGATION:** The County will investigate complaints to confirm if any alleged violations are valid and will search for information regarding the case.
- **VIOLATION IDENTIFIED:** If the County confirms that a violation exists on the subject property, the property owner will be notified in writing and given an opportunity to abate the violation within a specified time frame.



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PLEASE COMPLETE ALL APPLICABLE INFORMATION AND RETURN IT TO THE ADDRESS BELOW. PLEASE PROVIDE AS MANY RELEVANT DETAILS AS POSSIBLE. IF YOU HAVE PHOTOS, PLEASE SUBMIT THEM WITH THE COMPLAINT.

COMPLAINANT INFORMATION (YOUR PERSONAL CONTACT INFORMATION)

YOUR NAME:	
YOUR ADDRESS:	
CITY:	
STATE/ZIP:	
PHONE #:	
EMAIL ADDRESS:	

COMPLAINT INFORMATION

LOCATION, ADDRESS OR PARCEL NUMBER OF SUBJECT PROPERTY:	
PROPERTY OWNER (IF KNOWN):	
PHONE:	

SUMMARY/STATEMENT OF COMPLAINT
(attach additional page if necessary and photos if any)

DATES THAT THE VIOLATION OCCURRED OR HOW LONG VIOLATED EXISTED?	
ACTION REQUESTED/WHAT WOULD YOU LIKE TO SEE HAPPEN?	

SIGNATURE:

DATE: