



# CITY OF BELLBROOK

## PROPERTY COMPLAINT FORM

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305  
(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### PROPERTY MAINTENANCE / ZONING COMPLAINT PROCESS

**SUBMITTING A COMPLAINT:** THE CITY OF BELLBROOK INVESTIGATES ALL PROPERTY MAINTENANCE AND ZONING RELATED COMPLAINTS. WHEN SUBMITTING A COMPLAINT, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. IF THE ACTIVITY OR CONDITION IS EASILY VISIBLE FROM YOUR PROPERTY, IT HELPS IF YOU GIVE PERMISSION FOR A CODE ENFORCEMENT OFFICER TO WALK ON YOUR PROPERTY TO VIEW THE ACTIVITY OR CONDITION. TO BE INFORMED OF THE STATUS OF A COMPLAINT, YOU WILL HAVE TO PROVIDE YOUR CONTACT INFORMATION. **PLEASE NOTE THAT ALL COMPLAINTS ARE PUBLIC RECORD.**

**INSPECTION PROCESS:** A CODE ENFORCEMENT OFFICER WILL INSPECT THE PROPERTY WITHIN 7 DAYS OF RECEIPT OF THE COMPLAINT. IF A VIOLATION EXISTS, THE OWNER WILL BE NOTIFIED AND GIVEN A REASONABLE DUE DATE TO CORRECT THE VIOLATION.

**ENFORCEMENT:** IF THE VIOLATION IS NOT CORRECTED BY THE DUE DATE, THE CODE ENFORCEMENT OFFICER WILL REQUEST A PUBLIC HEARING OR OTHER ACTION AS REQUIRED/ALLOWED BY LAW. IN SOME CASES, THE CITY MAY BE ALLOWED TO CORRECT THE VIOLATION AND ASSESS THE COST TO THE PROPERTY OWNER.

### COMPLAINT LOCATION: WHERE THE PROBLEM IS OCCURING

**STREET ADDRESS** \_\_\_\_\_

#### COMPLAINT DESCRIPTION

- TRASH/DEBRIS     OUTDOOR STORAGE     TALL GRASS (ABOVE 8 INCHES)     EXTERIOR MAINTENANCE OF STRUCTURES  
 INOPERABLE VEHICLE(S)     PARKING (INCLUDES BOATS AND OTHER RECREATIONAL VEHICLES)  
 OTHER \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

#### CONTACT WITH THE PROPERTY OWNER

HAVE YOU CONTACTED THE OWNER REGARDING THE COMPLAINT?  YES  NO

IF "YES," DID YOU EXPRESS YOUR CONCERNS IN WRITING?  YES  NO

WHAT HAS BEEN DONE TO REMEDY THE PROBLEM? \_\_\_\_\_

### YOUR CONTACT INFORMATION (OPTIONAL)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

### SUBMIT COMPLAINT

SUBMIT THE COMPLAINT TO THE CITY OF BELLBROOK ADMINISTRATION OFFICE

**ADDRESS:** 15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305    **FAX:** (937) 848-5190