

PUBLIC SERVICES CODE COMPLAINT FORM

WHAT IS CODE ENFORCEMENT?

State and county regulations governing the use of private property are intended to protect the public's health, safety and welfare. The Town of Naches staff is responsible for enforcing the provisions of Washington State's laws, codified in the Revised Code of Washington (RCW), Town of Naches Ordinances relating to building, health, fire, public nuisances, dangerous buildings, and zoning & land use matters, and the Naches Municipal Code. These laws also contain penalties that may be imposed when a property owner refuses to correct a city's violation of county or state law.

The Town of Naches works to balance this framework with constitutional and legal protections intended to secure our citizen's personal and property rights. Town Staff must investigate and take appropriate action to enforce state and local laws while respecting and upholding those important personal and property rights.

The Town of Naches has a duty to uphold all state and local laws on behalf of the public and is owed to the public and not necessarily you as an individual or property owner. You should not expect that by making a complaint the Town has undertaken a duty to represent you or to keep you informed of the progress of any investigation. Moreover, any decision on how to proceed is within the discretion of the Town, including whether or not to take up enforcement action and the scope of any such action.

You should also be advised that the Town of Naches cannot intervene in private property disputes, such as enforcement of private covenants, conditions or restrictions, boundary disputes, trespass and some noise issues, or general disagreements between neighbors over the use of their properties. You should consider seeking independent legal advice if you have questions regarding issues involving your individual property rights.

WHO MAY FILE A COMPLAINT AND WHEN?

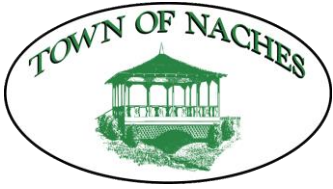
Any person may file a complaint with the Town of Naches when they believe there has been a violation of Town or state property or land use laws. Misdirected complaints will be returned to the complainant when a more appropriate department or agency is necessary for handling (such as Yakima County, Sheriff's Department, Clean Air Authority, Animal Control, etc...). The Town will not forward the complaint on behalf of the complainant.

HOW IS THE COMPLAINT FILED?

Except where an immediate hazard exists, compliance action begins with either a signed or e-mail complaint form from a citizen or another public agency. The appropriate form for filing can be acquired by calling 509-653-2647, visiting Town Hall at 29 E. Second St, or by requesting one via email from the Town Administrator, Treesa Morales at treesa.morales@co.yakima.wa.us.

WHAT HAPPENS ONCE I'VE SUBMITTED MY WRITTEN COMPLAINT?

Except for issues where an immediate threat to health and safety exist, initial action on your complaint will normally begin within five (5) business days of receipt and an inspection of the site will normally occur within 10 working days. Resolution of the complaint, however, can take weeks, months, and sometimes longer depending on their complexity and the legal process pursued. Every complaint is carefully and thoroughly reviewed. However, the decision and method of review and action on a complaint, including the priority and timing of action, is wholly within the discretion of the Town of Naches.



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***THIS SECTION MUST BE COMPLETED FOR THE TOWN OF NACHES
TO ACT ON THE MATTER (PLEASE PRINT)***

COMPLAINANT'S NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ PARCEL ID NUMBER: _____

****Under the Public Records Act, chapter 42.56 RCW, the information provided on a complaint investigation request form is subject to public disclosure. Information revealing the identity of persons who are witness to crimes or who file complaints with investigative agencies may be withheld from disclosure under RCW 42.56.240(2) if the complainant indicates a desire for nondisclosure of their identifying information at the time the complaint is made.**

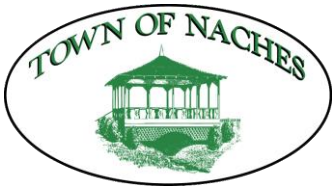
☐ I acknowledge that the information provided above may be provided through a Public Records Request

☐ I want my information to be redacted under the PRA pursuant to RCW 42.56.240(2).

**** Please note, your name must be disclosed if you are identified as a witness in an administrative court proceeding concerning this matter, or if otherwise required by an administrative or court order.**

Signature (required)

Date



PUBLIC SERVICES CODE COMPLAINT FORM

THIS SECTION IS ABOUT THE VIOLATION – PLEASE BE CONCISE

VIOLATION ADDRESS: _____

PROPERTY OWNER AND/OR OCCUPANTS (IF KNOWN)

PARCEL ID NUMBER: _____

(Can be found at: WWW.YAKIMACOUNTY.US/627/PARCEL-SEARCH)

NATURE OF THE COMPLAINT: _____

HAVE YOU ATTEMPTED TO WORK WITH THE PROPERTY OWNER TO REMEDY THE MATTER, AND IF SO, WITH WHAT RESULT? _____

IS THE VIOLATION VISIBLE FROM THE ROAD? ____ YES ____ NO

IS THE VIOLATION VISIBLE FROM YOUR PROPERTY? ____ YES ____ NO

IF YES, DOES TOWN STAFF HAVE PERMISSION TO ENTER YOUR PROPERTY TO VIEW AND INVESTIGATE THE COMPLAINT? ____ YES ____ NO

(PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED)