

CITY OF SILVERTON
 Community Development Department
 306 South Water Street
 Silverton, OR 97381
 (503) 874-2207

FOR OFFICE USE ONLY:
Case # _____
Disposition: _____

CODE ENFORCEMENT COMPLAINT

Please complete as much information as possible and submit to Community Development Department.

Location: (Property address or, if vacant lot, address of adjacent property – **Required**)

Explanation:

Violator name :
(if known)

Phone:

Resident Information:

Owner Information:

Name:		Name:
Address:		Address:
Phone:		Phone:
Email:		Email:

Complainant Information: (REQUIRED)

Name:			<input type="checkbox"/> City Staff Member
Address:			
Phone:			
Email:			

Complaint Confidentiality Policy

The City's enforcement-related confidentiality policy is based on State of Oregon public records' statutes. Enforcement records are public records but the name of complainant is exempt from disclosure. The exemption is entitled: "information submitted to a public body in confidence." As such, any record that identifies a complainant is exempt from disclosure. However, notes in a file or a complaint letter that does not specifically identify the complainant may be disclosed.

The City will disclose the complainant's name if required under a valid court order or if that person is going to be a witness in an enforcement case - the "right of cross examination" requires this provision.

Signature:

Date:
