

How to Report Codes Concerns/Violations and Illegal Dumping

CODES SPOTS

Location: _____ Date: _____

Brief Description: _____

Building is: occupied ___ vacant ___ abandoned ___ burned out ___ open & unsecured ___
vacant lot ___ other _____

Name of Tenant (if known): _____

Name of Landlord (if known): _____

COMPLAINT: paint/siding ___ sidewalk ___ garbage ___ broken windows ___
doors ___ cans/bottles/litter ___ garbage left in yard or at curb ___
appliances/furniture in yard ___ alley/drive/walk used as dump ___
structural (please describe) _____

DUMPING : Date ___/___/___ Time _____ am ___ pm ___

What was dumped _____

Description of Vehicle (make, model, color) _____

Plate No. _____

Description of Suspect _____

* (Please notify Oneida-Herkimer Solid Waste Authority also @ 731-0238)

ABANDONED/UNPLATED VEHICLES: (describe) _____

Vehicles left/parked between walk and house _____ Times _____ am ___ pm ___

Plate No. _____

Can complaint (vehicle, garbage, etc.) be seen from walk/street? _____ If no, can it be seen from adjacent properties? _____ If so, who may the Codes Dept. contact to view complaint?

Name _____ Address _____ Phone _____

Permission to enter property given? _____ By _____

SIGNATURE: _____ Date: ___/___/___

Date you turned in this form : _____ Your name (optional): _____

Phone No. (optional): _____ Email (optional): _____

Note: *You do not need to report your name*, and you do not have to fill in all the information requested. Fill out this form for any codes concerns/violations you want to report, **especially illegal dumping**. Fill out this **CODES SPOTS** form as completely as possible and as often as you see activities to report. The more often you submit, the bigger impact you will make in your neighborhood.

How to submit this form:

- ◆ Turn in completed forms at any neighborhood Block/Merchant/Tenant Association meeting.
- ◆ SUBMIT ELECTRONICALLY from the web www.thehomeownershipcenter.org.
- ◆ Fax this completed form to your municipality's Codes Department.
- ◆ Mail completed forms to your municipality's Codes Department.



Resources available from The HomeOwnership Center, 1611 Genesee St., Utica, NY (315) 724-4197:

- ◆ Additional forms
- ◆ Use of fax machine
- ◆ Use of computer with Internet access

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