



P.O. Box 70 | 15 North Main Street | Mendon, UT 84325
(435) 753-3449 | <https://mendoncity.org>

CODE VIOLATION REPORT FORM

Code enforcement is a necessary part of neighborhood preservation and enhancement. Code violations may negatively affect the health, safety, welfare, and environment of the community and reduce property values. A code enforcement program exists to maintain the greater good of the community by encouraging compliance with adopted Mendon City codes/ordinances.

Please be honest in your accounting of circumstances and accurate in the information you provide. Include specific details supported by documentation or photos and omit personal opinion and feelings.

A form returned anonymously or without necessary supporting information will not be reviewed.

PROCESS

1. Complete Code Violation Report Forms must be submitted via one of the following two methods:
 - Mail to Mendon City Council, c/o Code Enforcement Complaint, P.O. Box 70, Mendon, UT 84325
 - Place in water bill payment drop box outside the City Offices – completed form must be in an envelope clearly marked on the outside with “Code Enforcement Complaint.”
 2. To ensure confidentiality, the completed form must be in an envelope and returned only via one of the two methods above with **the outside of the envelope clearly marked “Code Enforcement Complaint.”**
 3. When a complete Code Violation Report Form is received, it will be reviewed by the City and an official notice to the owner or tenant of the subject property will be sent. This notice will allow the property owner or tenant the opportunity to provide contrary evidence to the complaint or up to 30 days to clear the code violation and come into compliance.
 4. Following the 30 days, the property will be inspected by the City. If the violation still exists with no cooperation or communication from the owner or tenant, the violation will result in a fine (of up to \$299 per day that the violation is allowed to persist per Mendon City Zoning Ordinance 7.16), property hold, lien, or other action determined necessary to abate the nuisance by the City and/or City Attorney.
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CODE VIOLATION INFORMATION

Address of Violation:	Owner or Tenant:
Parcel Number (if known):	Owner Phone Number (if known):

Describe the alleged violation. Reference to the specific City code(s)/ordinance(s) believed to be in violation must be included. Attach any related documentation and/or photos.

COMPLAINANT INFORMATION

While the nature of a code enforcement complaint is subject to disclosure under the Public Records Act, the personal/contact information of the complaint is confidential. If a court action is filed concerning the complaint, all information may become part of the public record.

Complainant Name:	Complainant Phone Number:
Complainant Address:	Complainant Email:

I verify that the above statements are true and accurate to the best of my knowledge.

Complainant Signature

Date
