

JEROME COUNTY PLANNING AND ZONING

300 NORTH LINCOLN ROOM 307 * JEROME ID 83338

Arthur R Brown, Administrator
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Building Dept. (208) 324-9262
Planning & Zoning (208) 324-9116
Code Enforcement (208) 644-2713
Facsimile (208) 324-9263

JEROME COUNTY PLANNING & ZONING COMPLAINT PROCEDURE

Jerome County Planning & Zoning Office will investigate all complaints in accordance with Chapter 20-10 of the Jerome County Zoning Ordinance. The Planning and Zoning Office is concerned for the safety and welfare of all of its Citizens. Violations of the Ordinance are a serious matter and are responded to accordingly. The Administrator will make every reasonable attempt to mitigate the violation prior to sending the matter to the County Prosecutor for Legal Action. Property Inspections, Mitigation Meetings and other activity utilized in mitigation attempts are strictly between the Property Owner and the Planning and Zoning Staff. As a courtesy the Planning and Zoning Staff will provide the Complainant with information regarding any action taken by the Staff in relation to the complaint filed after the investigation is concluded. Please note on the attached form if you do or do not wish to receive information after the complaint is filed.

In order to receive serious consideration, please include the following information:

1. Property or legal address of where the complaint has occurred
2. Property owner and contact information (if known)
3. State the complaint you wish to have investigated
4. Duration of violation
5. Action requested
6. Name, address and phone number of complainant
7. If the complainant wishes to receive information on action taken by the County

The Complainant may submit their complaint in writing with the above information or fill out the attached form. Without the above information the Planning & Zoning Office may not investigate your complaint or contact you regarding the complaint.

Upon receiving your complaint, the Planning & Zoning Office will then investigate your complaint as quickly as possible. The investigation scheduling is dependant on the workload and the consideration of the safety of an individual or community.

Arthur R. Brown
Planning and Zoning Administrator

JEROME COUNTY CODE ENFORCEMENT COMPLAINT FORM

PLEASE COMPLETE ALL APPLICABLE INFORMATION AND RETURN TO THE ADDRESS BELOW. PROVIDE AS MANY RELEVANT DETAILS AS POSSIBLE. IF YOU HAVE PHOTOS PLEASE SUBMIT THEM WITH THE COMPLAINT.

COMPLAINT INFORMATION:

ADDRESS OR PARCEL # OF PROPERTY BEING COMPLAINED ABOUT: _____

PROPERTY OWNER (IF KNOWN) _____ PHONE NO. _____

SUMMARY OF COMPLAINT: _____

(If necessary, use back of complaint form or attach a separate sheet)

HOW LONG HAS VIOLATION EXISTED? _____

ACTION REQUESTED: _____

COMPLAINANT INFORMATION:

YOUR NAME: _____

YOUR ADDRESS: _____

HOME PHONE NO. _____ WORK/CELL PHONE NO. _____

- I WISH TO RECEIVE INFORMATION PERTAINING TO ANY ACTION TAKEN BY THE COUNTY
- I DO NOT WISH TO RECEIVE ANY INFORMATION

CONFIDENTIALITY DISCLOSURE OF INFORMATION REVEALING YOUR IDENTITY WILL DEPEND ON APPLICATION OF THE PUBLIC RECORDS ACT, IDAHO CODE 9-340, OTHER APPLICABLE STATUTES AND WHETHER THE COMPLAINT IS CRIMINALLY PROSECUTED.

SIGNATURE : _____ DATE _____