



***DEPARTMENT USE ONLY***
Case #:
Municipal Code Section:
Date Received:
Received by:

## CODE ENFORCEMENT INVESTIGATION REQUEST FORM

### Description of Potential Violation:

Please provide a description of the potential violation and attach any additional documentation (e.g. sketches, photos, etc.) that may help in our investigation.

Photos attached:     Yes             No

### Location of Potential Violation:

Address:		
City:	State:	Zip Code:
Name of Property Owner:		

### Complainant Contact Information:

Name:	Phone: (    )
E-mail:	

### Please Check One:

Are you a:     Tenant             Neighbor             Property Owner             Other

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

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal/contact information of the complainant is confidential; however the nature of a code enforcement complaint is subject to disclosure under the Public Records Act Request. Should a court action be filed concerning the complaint, all information may become part of the public record.*

Please return your completed form to the City of Cotati Community Development Department  
Attn: Keri Pajon by emailing it to [kpajon@cotaticity.org](mailto:kpajon@cotaticity.org), mailing it or hand delivery to:  
201 W. Sierra Avenue, Cotati CA 94931

## **The Purpose of Code Enforcement**

The Code Enforcement Division of the Cotati Community Development Department works to empower the citizens of Cotati to create, promote and maintain a safe, attractive and high-quality community environment. Code violations may negatively affect the health, safety, welfare and environment of the community, and reduce property values. The code enforcement program maintains the greater good of the community by gaining compliance with the Cotati Municipal Code.

The Department's primary responsibility is enforcing the City's Municipal Code pertaining to public nuisances, land use violations, and building code violations. City Staff is only authorized to enforce regulations pertaining to residences and business with the City of Cotati. Some issues may not be enforceable by City ordinances, but rather are civil matters between residents.

## **The Code Enforcement Process**

1. A Code Enforcement Investigation Form may be submitted by email, mail, or hand delivered to the Community Development Department located at City Hall.
2. Upon receipt of a Code Enforcement Investigation Form, staff reviews the information and may visit the subject property to assess the existing conditions, depending on the nature and details of the alleged violation.
3. If a code violation is confirmed, staff will notify the responsible person (e.g., owner and/or tenant of the subject property) by mail of the violation. The notification may be an optional Courtesy Notice or a mandatory Compliance Order, depending on the nature of the violation. Compliance with the applicable regulations, rather than assessing penalties, is always the highest priority. Whether a Courtesy Notice or formal Compliance Order is sent, the responsible person will be provided with a specific amount of time to contact the code enforcement staff and abate the violation.
4. If the violation is unresolved within the specified time allowed by the Courtesy Notice, a Compliance Order will be sent to the responsible person providing a minimum 10-day period to abate the violation. If the violation can be resolved through the issuance of a land use permit and/or building permit, the responsible party may be given the option to apply for a retroactive permit, with all applicable penalties being assessed.
5. If the provided period lapses without the violation being resolved an Administrative Citation may be issued with the associated fine, or an Administrative Hearing may be scheduled to present the facts of the violation before a third-party Administrative Hearing Officer. This process typically results in significant costs to a confirmed violator of the City's municipal codes.
6. In some cases the City may impose permit holds, fines or penalties or any other actions if deemed necessary to achieve compliance with the applicable code regulations, as determined by the Community Development Director and/or City Attorney.