

ZONING COMPLAINT APPLICATION



Planning Division, Community Development Department

Request to Investigate Suspected Zoning Violations

Find yourself in good company

INSTRUCTIONS

Complaints must be submitted in writing using this application so staff can obtain the necessary information to: 1). Verify whether the Planning Division of the Community Development Department is the correct city office to pursue enforcement; 2). Determine whether a violation has occurred; 3) Pursue enforcement actions if a violation has occurred; and 4) Maintain complete records of complaints and resolutions to complaints. To document and respond promptly to an increasing number of complaints, witnesses must submit a complaint application in writing. Complete all sections of this application. Zoning violation case files, including complaint applications submitted, are subject to public disclosure upon request. Witnesses may remain anonymous, however, please be advised that if the violation cannot be verified by City staff through reasonable investigation, the action taken by the City may be limited.

1. WHO?

Who do you suspect is committing the suspected violation? _____

2. WHAT?

What is the violation you want to report? – Place a checkmark next to the item you suspect is in violation of a city ordinance. If the item you are seeking to have the city investigate is not listed below, Planning Division staff may refer you to another City Department or Division.

Planning Division of the Community Development Division – The Planning Division administers enforcement of the following activities. Check the appropriate item(s) that relate to your complaint.

- Principal and/or accessory land use (excluding residential occupancy – 3 unrelated rule)
- Temporary land use (permit required)
- Building and bufferyard setbacks
- Building (structures) lot coverage
- Height restrictions (district)
- Airport overlay height restrictions
- Vegetation installation and screening
- Permanent on-premise wall and freestanding signs
- Off-premise (billboards) signs - Sec. 9-4-236
- Grand opening signs (permit required) - Sec. 9-4-233
- Temporary non-profit banners (permit required) - Sec. 9-4-233
- Temporary roof-mounted displays (permit required) - Sec. 9-4-233
- Temporary spot lights (permit required) - Sec. 9-4-233
- Vehicle mounted signs - Sec. 9-4-227(g)
- Temporary portable storage units – Sec. 9-4-103
- Home occupations (special use permit dependent and incidental use)
- Satellite dishes
- Kennels (commercial land use)
- Major/minor repair of vehicles, boats, RV's, etc.

3. WHEN?

When did you first notice the suspected violation you are reporting? _____

4. WHERE?

Where is the location of the suspected violation you want to report? Include a specific address, business name and any other information to help staff quickly find the location: _____

5. WHY?

Why do you think the item you are reporting is in violation and is it included on the choices to select below?

6. WHAT COMPLAINT RESOLUTION ARE YOU SEEKING?

7. APPLICANT CONTACT INFORMATION

Name of Applicant Submitting this Complaint Application* Type or Print Legibly: _____

Signature _____ Date: _____

**Witnesses may remain anonymous, however, be advised that if the violation cannot be verified by City staff through reasonable investigation, the action taken by the City may be limited.*

Mailing Address: _____

Daytime Phone: _____ Best Time to Call: _____

E-mail Address: _____

8. WHERE TO SEND THIS APPLICATION

Applications may be mailed, e-mailed or hand delivered to the staff member listed below.

If you checked a box in question number 2 under the heading Code Enforcement Division, submit this application to:

Attn: Domini Cunningham, Zoning Enforcement Officer
City of Greenville Community Development Department, Planning
Division P.O. Box 7207
Greenville, North Carolina 27835-7207
You may e-mail the application to dcunningham@greenvillenc.gov.

OFFICE USE ONLY

Case No. _____ Received By _____ Date _____

____ Information Submitted is Incomplete for Investigation to Commence

Information Needed: _____

____ Information is Complete for Investigation to Commence.

Planning staff has determined that the Planning Division does not have authority over the nature of the complaint and therefore, this application has been routed to _____

Notes of Investigation _____

Notes Regarding Communication with Suspected Violator _____

Notes Regarding Communication with Applicant _____

Complaint case closed out on _____. Summary of Resolution _____