



Planning Department Complaint Procedure

In the event the County Planning Department receives a complaint from another property owner, another county department or observes a potential violation itself, the current procedure is as follows:

1. Complaint is received or observed.
2. Allegations / assertions are noted in written form.
3. Property research is conducted (e.g. zoning, compliance, etc.)
4. A site visit is completed if required. Photographs may be taken.
5. If potential violation(s) is/are suspected, a Certified Letter is sent to the property owner(s) requesting they contact the Planning Department within 10 days of their receipt of the letter.
6. Property owner(s) contact the Planning Department with their response and mitigation / compliance is initiated. Or; A final notice letter is sent to the property owner(s) Certified Mail.
7. Non-response to the notices are brought to the attention of the Board of County Commissioners and the County Attorney at a regularly scheduled Public Meeting wherein review and determination of action(s) to take are made.
8. Non-response to the notices can result in legal action or a Complaint being filed in Court by the County Attorney at the direction of the Board of County Commissioners and served to the property owner(s).

It is the aim of the County Planning Department staff to assist all property owners with their land use goals while protecting surrounding property owner rights.