



18111 Buddy Riley Blvd., Magnolia, TX 77354
281.356.2266 / 281.259.7811 fax
www.cityofmagnolia.com

Code Enforcement Complaint Form

FAQ's

What is Code Enforcement?

The mission of the City of Magnolia Code Enforcement Division is to have a positive impact on the City as a whole and to improve the quality of life throughout the community. Code Enforcement will achieve these objectives through professionalism and positive interaction with the community. Code Enforcement will patrol for any violations, respond promptly to all reported violations, educate the public on nuisance ordinances, and provide quality service to the community. Rules governing the use of **private** property are intended to protect the public health, safety, and welfare of all citizens.

Who may make a complaint?

Any citizen may submit a complaint whenever they observe conditions, uses of a property, or structures that they suspect are improper. Knowledge of City Ordinances is not required, since the enforcement staff makes this evaluation. Misdirected complaints will be forwarded to a more appropriate department or agency (i.e., Sheriff Department, Air Pollution, Animal Control, Regional Health District, etc.).

How is a complaint handled?

Except where an immediate hazard exists, compliance actions begin with the code enforcement officer's investigation. Where there is a violation, voluntary compliance is sought. If the violation continues, a complaint form is filed in Municipal Court. A complaint form can be accessed at the City's website or acquired by calling 281-356-2266 or by visiting City Hall at 18111 Buddy Riley Blvd. Magnolia, Texas 77354.

What happens once I've submitted my written complaint?

Except for issues where an immediate threat to health and safety exist, initial action on your complaint will normally begin within 1 to 2 days of receipt with an inspection of the site. Resolutions, however, can take weeks, months, and sometimes longer depending on the complexity and legal ramifications involved.

Confidentiality Preference: If you believe that disclosure of your identity would endanger your life, physical safety, or property, you may submit this form anonymously.

COMPLAINANT NAME: _____

YOUR ADDRESS: _____

PHONE NUMBER: DAYTIME _____ EVENING _____

IF NECESSARY, MAY WE HAVE PERMISSION TO ENTER YOUR PROPERTY TO VIEW THE SUBJECT VIOLATION? _____ YES _____ NO

SIGNATURE: _____ Date: _____

ADDRESS OF THE VIOLATION: _____

IF NO ADDRESS IS AVAILABLE, PROVIDE A DETAILED DESCRIPTION OF PROPERTY:

OCCUPANTS OF PROPERTY (IF KNOWN): _____

TYPE OF VIOLATION

Animal care and Control

- ☐ Livestock violation or too many animals (city ordinance violation)
- ☐ Stray animals (Rabies Control Issues)
- ☐ Vicious dog

Property Maintenance

- ☐ Abandoned home/building unsecured from intrusion of persons or animals
- ☐ Attractive nuisances (ice boxes, refrigerators, excavations)
- ☐ Discarded household furnishing, appliances, machines and tools
- ☐ Graffiti
- ☐ Odors and fumes from wastewater of human excreta or stagnant water
- ☐ Overgrown grass, weeds and vegetation.
- ☐ Structurally deteriorated building
- ☐ Trash, debris, garbage, refuse, waste or junk in yard

Fences, Hedges and Shrubs

- ☐ Fence, hedge, shrub or vegetation impedes traffic in public right-of-way
- ☐ Fence deteriorated

Vehicles

- ☐ Parking commercial vehicles in residential zones

- ☐ Recreational Vehicles used as a permanent habitation
- ☐ Sidewalk Blockage by vehicle or debris
- ☐ Storage of wrecked, inoperable or abandoned vehicles

Businesses

- ☐ General
- ☐ Peddlers, Solicitors, & Itinerant Merchants
- ☐ Second hand Property Dealers

Fire Prevention

- ☐ Fire Prevention & Protection
- ☐ Outdoor Burning

Manufactured Homes and Trailers

- ☐ No Mobile home skirting
- ☐ Trailers used as permanent Habitation

Illegal Signs

- | | | | |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Off-Premise | <input type="checkbox"/> Ground Sign (Bandit) | <input type="checkbox"/> Awning | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Fence Sign | <input type="checkbox"/> Bandit Sign | <input type="checkbox"/> Flag Sign | <input type="checkbox"/> Quantity of Signs |
| <input type="checkbox"/> Signs Obstructing | <input type="checkbox"/> Unsafe Sign | | |

NATURE OF COMPLAINT IF NOT ON ABOVE LIST: _____

THIS SECTION IS FOR DEPARTMENT USE ONLY

INSPECTOR: _____

PROJECT NUMBER: _____ INSPECTION DATE: _____

ASSUMED VIOLATION: _____

VERIFIED: ___ YES ___ NO

INSPECTOR'S OBSERVATION/ACTION: _____

ACTION TAKEN: _____
