

Yamhill County

DEPARTMENT OF PLANNING AND DEVELOPMENT

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Web Address: <https://www.co.yamhill.or.us/1474/Code-Enforcement>

ANONYMOUS COMPLAINT PROCEDURE

The following procedure will be used to respond to anonymous complaints:

1. **Complaint Form Submission**

A complaint form must be submitted. The form should include the party responsible for the violation, the property owner's name (if different), and the location of the violation—identified by address and/or tax lot number. Complainants are encouraged to provide as much of this information as possible. For sewage-related complaints, a map showing the location of the issue should also be included.

2. **Preliminary Investigation**

After receiving an anonymous complaint, a department staff member will conduct a drive-by or other non-intrusive inspection. Staff will only enter the property if there is a substantial reason to believe a health or safety violation exists.

3. **Review by Code Enforcement Team**

The Code Enforcement Team will review the preliminary investigation results to determine if a violation exists and what enforcement action, if any, is warranted.

4. **Enforcement Action**

If a violation is confirmed, appropriate enforcement steps will be taken. The property owner will be notified of the violation and informed of the necessary actions required for compliance.

5. **Dismissal of Complaint**

If no violation is found or further action is not required, the complaint will be documented and closed.

6. **Subsequent Anonymous Complaints**

If additional anonymous complaints are submitted for the same property, the department will inform the complainant of the findings from the original investigation and will indicate that no further action will be taken on similar anonymous complaints.