



MAURY COUNTY TN GOVERNMENT
BUILDING & ZONING OFFICE

#5 Public Square
Walter Harlan Building
Columbia TN 38401

CODES ENFORCEMENT COMPLAINT FORM

The Maury County Code Enforcement is dedicated to promoting and maintaining standards to preserve and enhance the quality of life for our community. It is our objective to educate citizens regarding Maury County regulations and obtain voluntary compliance of Maury County Health & Safety Standards Resolution. These Standards are intended to protect public health, safety, and welfare of all citizens, as well as, maintain property values and the beauty of Maury County. The property owner is ultimately responsible for bringing property into compliance with Maury County Codes. It is our intent to resolve a complaint and/or achieve voluntary compliance in a timely manner.

- You must live within 100 yards of the property in violation. *Pursuant to Section IV, Health & Safety Standards Resolution 01-06-29.*
- This signed complaint is subject to the "Open Records Act", T.C.A. § 10-7-503.

Address of Complaint: _____

Type of complaint: (circle category that best applies)

- | | | |
|---|--|---|
| <input type="checkbox"/> Tall Grass | <input type="checkbox"/> Garbage/ Debris | <input type="checkbox"/> Dilapidated Building |
| <input type="checkbox"/> Overgrown Vegetation | <input type="checkbox"/> Junk Vehicles | |

Nature of Violation/ Complaint:

This signed complaint is subject to the "Open Records Act", T.C.A. § 10-7-503.

Citizen Reporting Complaint

Please Print Name: _____

Please Print Address: _____

Signature: _____ Date: _____



CHECKLIST TO PROCESS COMPLAINT

- TAX CARD- To confirm residence or ownership of property within 100 yards of subject property.
- SIGNED COMPLAINT
- OUTLOOK- Schedule Inspection/ Investigation .
- TAKE PICTURES
- CREATE A DIGITAL FILE
 - Attach a pdf of the Tax Card
 - Create a folder “date pics”
 - Attach a pdf of all correspondence & NOTES
- COMPOSE A **NOTICE OF VIOLATION** LTR
- SEND THE LETTER TO ROBERT FOR APPROVAL
- MAYOR & COUNTY ATTORNEY APPROVAL
- SCAN APPROVED LETTER & ATTACH TO DIGITAL FILE
- ATTACH A COPY TO OUTLOOK CALENDAR for Revisit
- MAIL