MUNICIPAL CODE VIOLATION COMPLAINT FORM

Please complete the following, print, and submit to the City of Seneca, Planning and Development Department at 221 E North First Street, Seneca, SC 29679 or fax 864-888-0879.

DATE:		
SUBJECT PROPERTY		
PHYSICAL ADDRESS/LOCATION OF POTENTIAL VIOLATION:		
COMPLAINT DESCRIPTION		
VIOLATOR/OWNER INFORMATION		
NAME:		PARCEL ID#:
PHYSICAL ADDRESS:		
MAILING ADDRESS (IF DIFFERENT):		
HOME PHONE:	WORK PHONE:	CELL PHONE:
EMAIL:	OTHER CONTACT INFORMATION:	
COMPLAINANT INFORMATION		
NAME:		
PHYSICAL ADDRESS:		
MAILING ADDRESS (IF DIFFERENT):		
HOME PHONE:	WORK PHONE:	CELL PHONE:
EMAIL:	OTHER CONTACT INFORMATION:	
☐ Please check box if this complaint is to be confidential. Confidential complaints are treated in the same manner as other complaints. However, in certain circumstances may limit advance compliance efforts when court action is necessary.		
Signature:		

The Planning and Development Department handles a wide variety of local municipal code compliance topics. Some specific types of compliance issues will be coordinated with other departments for their particular expertise. The Code Enforcement Officer will investigate to determine if a violation exists. If the complaint does exist, the property owner or violator will be contacted and informed of the violation, what actions are needed to remedy the situation, and given a specific compliance deadline. The intent of the compliance process is to be as fair as possible to all parties involved and to ensure the livability of our community is maintained through communication, education, and mutual respect.

The Municipal and Official Zoning Codes are available for reference on the City website at www.seneca.sc.us. For questions regarding compliance in Seneca, please call our Code Enforcement Officer at 864-885-2702.

OFFICE USE ONLY		
Received by:	Date:	Time:
Verified by:	Date:	Time:
Violation notes:		
Applicable code(s)		
Disposition:		
1) Additional action(s):	Date:	Time:
Disposition:		
2) Additional action(s)	Date:	Time:
Disposition:		
3)Additional action(s)	Date:	Time:
Disposition:		