



# City of Arcata

## Community Development Department

736 F Street • Arcata, CA 95521

Phone: (707)822-5955 • Fax: (707)825-2029

[www.cityofarcata.org](http://www.cityofarcata.org)

### REPORT OF POSSIBLE CODE VIOLATION

Please complete this form with as much detail as possible. Use additional sheets if necessary.  
Submit the form to the Community Development Department.

Today's Date: \_\_\_\_\_ Date when problem was first noticed: \_\_\_\_\_

1. Location of the problem (address, APN, or attach a map):

\_\_\_\_\_

2. Name and address of property owner (if known):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name and address of tenant (if different than owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

4. Description of the problem (be as complete and specific as possible; use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Staff Use Only – Reproductions of this form shall not include the Complainant information**

Items reported shall be referred to the appropriate departments and comments are to be returned to the Community Development Department by the date specified below in order to proceed with a cooperative enforcement effort.

Please return comments to: \_\_\_\_\_

Date of referral: \_\_\_\_\_

Comment deadline: \_\_\_\_\_

Referred to:  Planning  Building  Public Works  Parks and Recreation  
 Environmental Services  Police  Fire Dept.  Other:

Request Coordinated Field Trip on \_\_\_\_\_ with the following Departments:

Responses Received and Actions Taken:

**Item Reported By – Confidential – Not for Public Review**

The information in the space below must be provided in order for City staff to contact you if more information is needed. This information is confidential and will not be disclosed, unless we are ordered to do so by a court of law.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_