



TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
3966 State Highway 23, P.O. Box A
West Oneonta, New York 13861
(607) 432-8606 Tel (607) 432-3135 Fax
www.townofoneonta.org

CODE ENFORCEMENT COMPLAINT FORM

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ ZIP: _____
Home Phone: _____ Cell Phone: _____
Email: _____

2. PROPERTY / LOCATION OF COMPLAINT

Property Address: _____
City/Town: _____ State: _____ ZIP: _____
Parcel/Tax Map No. (if known): _____
Property Owner (if known): _____
Occupant/Tenant (if known): _____

4. DESCRIPTION OF ALLEGED VIOLATION

Please provide a detailed description of the condition or activity you believe may violate a local code, ordinance, law, or regulation.

Approximate date the condition/activity began: _____

Is the condition currently occurring? ☐ Yes ☐ No ☐ Unknown

How frequently does it occur? _____

5. ADDITIONAL INFORMATION

Please provide any information that may assist Code Enforcement in locating or investigating the alleged violation.

Best days/times to observe the condition: _____

Other relevant information: _____

Please see back of page

6. SUPPORTING DOCUMENTATION

Please identify any materials being submitted with this complaint:

- ☐ Photographs
- ☐ Videos
- ☐ Documents/Records
- ☐ Correspondence
- ☐ Other: _____

Number of attachments: _____

7. COMPLAINANT CERTIFICATION

§ 73-42 Penalties for false statements. ^[1]

Any person who knowingly makes any false statements, representation, record, report, plan or other documentation filed with the municipality or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this Part 1 shall be guilty of a violation under the Penal Law and, upon conviction thereof, shall be punishable for each offense by a fine of not more than \$250 or by imprisonment for not more than 15 days, or by both a fine and imprisonment.

I understand that submitting this form constitutes a complaint concerning an alleged code, ordinance, or regulatory violation. I certify that, to the best of my knowledge, the information provided above is accurate and truthful.

I understand that submission of this complaint does not guarantee that a violation will be found or that enforcement action will be taken. The Code Enforcement Office will determine whether an investigation is appropriate and what action, if any, is authorized by applicable law and local regulations.

Please be advised: Knowingly submitting a false, frivolous, or unfounded complaint may result in applicable fees, penalties, or other enforcement action as permitted by law.

I certify that, to the best of my knowledge, the information provided above is accurate and truthful.

Complainant Signature: _____

Printed Name: _____

Date: _____