

CODE ENFORCEMENT COMPLAINT

PART 1. Violation Details	
Address of Violation	
Type of Violation	
<input type="checkbox"/> Junked/ Abandon Vehicle <input type="checkbox"/> Zoning Violation <input type="checkbox"/> Trash, Debris & Rubbish <input type="checkbox"/> Animal Cruelty <input type="checkbox"/> High Grass & Weeds <input type="checkbox"/> Minimum Housing <input type="checkbox"/> Illegal Sign <input type="checkbox"/> Other (Please explain below)	
Details of Violation	
PART 2. Contact Information	
Please indicate if you wish to remain anonymous:	
Name	
Email	Telephone Number
Desired form of response:	
<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Citizen <input type="checkbox"/> Town Employee <input type="checkbox"/> Officer	

For Office Use Only	
Date Received:	Date Closed:

For questions or interpretations contact one of our code enforcement officers:
Planning Department
919-823-1812

Ted Hagan

Tyler Karshner

thagan@townofzebulon.org

tkarshner@townofzebulon.org

General Violation or Nuisance Info:

Please submit this form to a planning staff member as soon as possible when you observe a violation that is an eminent threat to the public health, safety or welfare and as such requires prompt action. All others should be brought to Town Hall in a timely fashion.

Immediate Action Items are:

- (1) Removal of obvious safety hazards on public right-of-ways (i.e. – posted signs or banners that block sight distance at roadway intersections, trash, debris and rubbish deposited in travel lanes that impede traffic);
- (2) Removal of all signs posted on either BellSouth or CP & L utility poles;
- (3) Reporting to Police Department unlawful food vendors and/or itinerant merchants who are either setting-up or in the process of moving their products to set-up in Town.
- (4) Reporting to the Police Department any disabled, Junk or abandon vehicles on the public right-of-way.

Junked or Abandon Vehicle:

Any motor vehicle (motor Cycle, Boat, airplane, ect.) or portion thereof within the town limits that is obvious in disrepair and/or unable to move under it own power, or any motor vehicle that does not have a valid license plate or inspection sticker. If the vehicle is abandon on a public right-of-way or public alley contact the Police Department to investigate and/or tow it away. If a vehicle is junked or abandon on private property contact the Planning Department.

High Grass and Weeds:

Any private property within the corporate limits that has grass and/ or weeds that exceed 12 or more inches in height.

Trash, Debris and Rubbish:

Any gathered pile or collection of household trash, construction debris, refuse, rubbish, discarded appliances, furniture, ect. that has accumulated on private property or public right –of-way that can be obviously attributed to a private property owner within the corporate limits.

Signs:

Any sign within the corporate limits or ETJ that is nailed, stapled, tied, screwed or somehow fastened to a utility pole (either CP & L or Bell South), NCDOT traffic control structure or stop sign can be removed immediately. Political signs on the public right-of-way or utility poles can also be immediately removed. For Sale, Rent or Lease Signs located entirely on private property may remain.

Zoning Violations:

Any new home construction, addition or major renovation noticed within the corporate limits or ETJ going on without a building permit. Particularly notice the movement and setting-up of mobile or modular homes in Zebulon's jurisdiction; or the placement or construction of accessory buildings (with any dimension over 12 feet or car ports on any private property.

Open Air Food Sales or Itinerant Merchants:

Any for-profit food vendor that operates from a parked vehicle or mobile cart or any salesperson who carries their product from door-to-door or place-to place in order to generate sales should be reported to the Police Department. Non-profit, 501(c) 3 and church groups may be allowed if they have a valid permit by the Planning Department.

Animals:

Look for any animal cruelty cases where animals are left outside without water or shelter, and any animals at-large that may be strays. Contact Wake County Animal Control Directly at **(919) 250-1475**