



CITY OF WALLACE

STATE OF IDAHO

703 Cedar Street
Wallace, Idaho 83873-2396
(208) 752-1147
Fax (208) 752-7741

Mayor
Lynn Mogensen

Clerk/Treasurer
Kristina Larson

CITY OF WALLACE PLANNING AND ZONING COMPLAINT PROCEDURE

The City of Wallace Code Enforcement will investigate all written complaints in accordance with Chapter XV of the City of Wallace Zoning Ordinance. The safety and welfare of all Wallace City Citizens is our highest priority. Violations of the ordinance are a serious matter and are responded to accordingly. Please be aware that the Planning and Zoning Department does not have the resources or staffing to investigate verbal complaints. Investigations will only begin after a written complaint has been received.

Our office will make every reasonable attempt to mitigate a violation before sending the matter to the County Prosecutor for Legal Action. Property Inspections, mitigation meetings, and other activity utilized in mitigation attempts are strictly between the Property Owner and Staff and will remain confidential until such becomes a matter of public record. As a courtesy, the Planning and Zoning Staff will provide the Complainant with information regarding any action taken by the Staff in relation to the complaint filed, but only after the investigation is concluded. Please note on the complaint form if you do or do not wish to receive information after the complaint is closed and/or resolved.

In order to thoroughly and accurately investigate a complaint or violation, please include the following information:

1. Name, address and phone number of complainant;
2. Property address of where the complaint has occurred;
3. Property owner and contact information (if known);
4. State the complaint you wish to have investigated;
5. Duration of the complaint or violation; and
6. Action Requested

The Complainant must submit their Complaint in writing with the above information or fill out the attached form. Without all of the above information, the Planning and Zoning Office/Wallace City Hall may not be able to investigate your complaint or contact persons regarding the complaint. Please submit the complaint form in person to Wallace City Hall located at 703 Cedar Street in Wallace. Alternatively, you may mail, email, or fax the complaint form to (208) 752-7741.

Upon receiving your complaint, the City of Wallace will investigate your complaint as quickly as possible. The priority and length of the investigative process depend on the complexity of the investigation and the consideration of the safety of an individual or community.

Complaint Form

CITY OF
WALLACE
Planning & Zoning
Historic Preservation

LOCATION OF POSSIBLE VIOLATION:

Address of alleged non-compliance: _____
Property owner(s): _____
Property owner(s) contact information (if known): _____

COMPLAINANT INFORMATION:

(This information is REQUIRED - anonymous complaints will not be accepted)

Complainant Name*: _____
Complainant Address: _____
Complainant Phone #: _____ Email: _____

**If there are multiple complainants, please have each complainant fill out a separate complaint form.*

NATURE AND DESCRIPTION OF NON-COMPLIANCE:

The Wallace City Code requires certain conditions to exist for a property to be considered non-compliant. A full list of building and land use requirements can be found in the Wallace City Code, Title XV: Land Usage, or by visiting: <https://codelibrary.amlegal.com/codes/wallaceid/latest/overview> After having reviewed the requirements of Wallace City Code, which of the following conditions do you believe currently exist at or on the property?

- | | |
|--|--|
| <input type="checkbox"/> A. Setback encroachment(s) violations | <input type="checkbox"/> B. Nonconforming use(s) violations |
| <input type="checkbox"/> C. Certificate of Appropriateness change of scope | <input type="checkbox"/> D. Building/construction violations |
| <input type="checkbox"/> E. Site Disturbance violations | <input type="checkbox"/> F. Failure to obtain a permit |
| <input type="checkbox"/> G. Other: _____ | |

Please provide a detailed description with supporting facts of the conditions currently in existence on the property at the time of filing your complaint which places the property in non-compliance. Please note that a separate form exists for general nuisance allegations - do not use this space to describe general nuisance allegations.

I hereby declare under penalty of perjury of the laws of the State of Idaho that the information contained in the complaint is true and accurate to the best of my information and belief.

DATED: _____ SIGNATURE: _____

Attach any extra sheets or photos if needed, and submit this form to the City of Wallace, 703 Cedar Street, Wallace Idaho 83873, or email to kristina.larson@wallace.id.gov, or amanda.trolden@wallace.id.gov.

Please note active code violation investigations are closed to public examination, including the complainant.