## CODE COMPLIANCE INCIDENT REPORT

**Our Mission:**...to ensure that the City's ordinances, as determined by City Council, are observed by Boerne's citizens. These ordinances have been enacted to maintain health, safety and order, to ensure property rights and values, and to maintain the aesthetic quality of life that exists in Boerne.

**Our Customer Service Commitment to you:** We the Code Compliance staff of the City of Boerne pledge to you, our customers... That we will endeavor to work with you to insure that your project will meet the minimum level of safety, to provide excellent and prompt service, accurate information and timely attention to your needs. Furthermore, we pledge to be courteous, respectful, and attentive to any special needs you may have.

### Violation Location and Property Owner

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional location information:</td>
</tr>
<tr>
<td>Name of Property Owner:</td>
</tr>
<tr>
<td>Property Owner’s Mailing Address:</td>
</tr>
</tbody>
</table>

### Reporting Party Information

<table>
<thead>
<tr>
<th>Reporting Party name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
</tr>
</tbody>
</table>

### Complaint Type

- [ ] Trash and debris
- [ ] Overgrown Vegetation
- [ ] Sign
- [ ] Junk Vehicle
- [ ] Building without a Permit
- [ ] Bulk Pickup
- [ ] Substandard Housing
- [ ] Other
- [ ] Other

### Nature of the Complaint:

- 
- 
- 

### Signature of Reporting Party

<table>
<thead>
<tr>
<th>Date of Filing</th>
</tr>
</thead>
</table>

### For Official Use Only

<table>
<thead>
<tr>
<th>Received by:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photos</td>
<td>Letter sent</td>
</tr>
</tbody>
</table>

### Action Taken:

- 
- 
- 

### Complainant notified: 

- [ ] Yes
- [ ] No

### UCCO notified: 

- [ ] Yes
- [ ] No

### Closure date: