



		YEAR	NUMBER
Complaint #	NP-CV-		
Date Received			

PARISH OF NATCHITOCHES CONFIDENTIAL CODE COMPLIANCE DISCLAIMER

You must accept the General Disclaimer below before beginning your application.

General Disclaimer

Code enforcement is a necessary part of neighborhood preservation and enhancement. Code violations may negatively affect the health, safety, welfare, and environment of the community, and reduce property values. A code enforcement program exists to maintain the greater good of the community by gaining compliance with adopted codes in the Parish of Natchitoches.

The Process

1. Code violation complaints may be received by mail, personally handed in, or emailed to the Parish of Natchitoches Planning Department: Code Violation.
Physical Location: 625 Bienville Circle, Room 153, Natchitoches, LA 71457.
Postal Mail: P. O. Box 799, Natchitoches, LA 71458
Email: planning@npgov.org
2. To ensure your privacy, you are encouraged to place your complaint form in an envelope or provide a cover sheet directing the form to the Planning Department: Code Enforcement.
3. Code violation complaints shall only be accepted on complaint forms. Violation can no longer be called in or emailed to the Planning Department.
4. When a code violation complaint is received, Parish staff will verify the complaint with a site visit.
5. If a code violation is confirmed, the owner and/or tenant of the subject property will be notified by mail with an official notice. This notice will give allotted days (depending on the violation) to clear the code violation and bring their property into conformance.
6. Following the allowed days, the site will be re-inspected. If the violation still exists with no cooperation from the owner and/or tenant, the violation will result in a method of action that is necessary to abate the nuisance. Some cases may require fines, permit holds, or other actions necessary as determined by the Parish staff, the Parish Sheriff's Department, or the Parish Attorney.
7. A person has the right to ask for an extension on the allotted days for the violation. Natchitoches Parish reserves the right to approve or deny a request for an extension.

8. RELEASE OF INFORMATION

I understand that:

- The applicant filing the complaint has the right to request a copy of the initial violation letter if they are not anonymous.
- Once the Planning Department discloses my violation by request, it cannot guarantee that the Recipient will not re-disclose the violation to a third party. The third party may not be required to abide by this Authorization or applicable federal and state laws governing the use and disclosure of code violation information.
- I may request in writing at any time to inspect and/or obtain a copy of my violation maintained in the Planning Department.
- Violation records are public and can be disclosed without written permission.
- This Authorization will remain in effect for life.

9. Permission to inspect the property.

By filling out a complaint form, the signer consents to inspection by the Natchitoches Parish (NP) Planning Department, or an NP representative of the site for which a complaint is referencing, and to the extent necessary, areas adjacent to the site. This consent allows NP representatives to enter upon and pass through the applicant's property, to inspect the complaint

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site, without prior notice, between the hours of 6:00 a.m. and 7:00 p.m. CST, Monday through Friday. If the NP representative should wish to inspect at any other time, the NP representative will notify the applicant and will obtain a separate consent for such an inspection.

The signer agrees that this consent remains in effect as long as the application is open, and is effective regardless of whether the signer, applicant, agent, or violator is present at the time of the inspection. The signer further agrees that during an inspection, NP representatives may, among other things, take measurements, analyze the physical characteristics of the site, make drawings, take photographs, tag property, conduct inspections, converse with the applicant, owner, or neighbors, and investigate possible violations. Failure to grant consent for an inspection is grounds for, and may result in, denial of the permit(s) sought by the application.

Warrant for inspection. If the person accused of a violation or a representative of the person accused of a violation refuses within 72 hours of the department's request, admittance to the director of the department or a duly authorized representative to make an inspection or examination of the premises, the director or a representative may present an official letter to the Parish Sheriff's department stating that there is cause to believe that an inspection of the designated premises will reveal designated violations of parish ordinance(s).

a. The official letter alleging probable cause shall identify the factual basis for the belief that the development is not in compliance with parish ordinance(s).

b. Upon receiving the official letter, the Sheriff or a designee may issue a warrant authorizing a deputy to search the premises. The scope of the search authorized by the warrant shall be limited to a search for those designated, alleged violations. Photographic proof of the violation shall be acquired.

Nothing herein shall limit the authority of a law enforcement body to secure a search warrant in connection with criminal activity at a property unrelated to compliance with this complaint or the authority of the department to conduct lawful inspections of a property unrelated to compliance with this violation complaint.

10. By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

11. By placing my name here, I certify that I, _____ (print name), have read, understood, and accepted this disclaimer.

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CODE COMPLIANCE COMPLAINT FORM

Please complete all sections of this form. You may be contacted for additional information about the alleged violation. We do accept anonymous complaints; however, a request for a follow-up or copy of the violation letter may not be granted if the reporting party is anonymous.

LOCATION OF VIOLATION: (identify the property where the violation(s) exist. (Provide if known)

Location Address			
City		State and Zip	
Nearest Street, road, or HWY			
Assessor's Parcel Number(s)			
GPS Coordinates	Latitude		Longitude
Property Owner's Name			
Owner's Address			
City		State and Zip	
Owner's phone number		Owner's cell number	
Email address			

PLEASE DESCRIBE IN DETAIL THE EXTENT OF THE ALLEGED VIOLATION(S):

If you need additional space, please use the space provided on the next page.

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Do you wish to be anonymous? ☐ YES ☐ NO

If NO, please, fill out the information below.

REPORTING PARTY CONFIDENTIAL INFORMATION: (Please, print)

Your Name			
Your Address			
City		State and Zip Code	
Daytime Phone #		Cell Phone Number	
Email Address			

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Is this an urgent situation that is creating an immediate hazard? ☐ Yes ☐ No If yes, please explain:

Has the Sheriff or other enforcement agency responded recently to this violation (within the last week)?

☐ Yes ☐ No

If yes, please explain:

What steps have you already taken to resolve this problem?

How is this violation detrimentally impacting you?

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Additional information or Continuation of the Complaint:

PLEASE NOTE: SOME VIOLATIONS ARE HANDLED BY OTHER GOVERNMENTAL AGENCIES / DEPARTMENTS. PLEASE CONTACT THE AGENCIES / DEPARTMENTS LISTED BELOW FOR THE FOLLOWING:

Animal Control.....Natchitoches Animal Control Shelter (318) 357-3885
 Septic Tank Failure.....Parish Environmental Health Services, (318) 357-2266

Upon receipt of your complaint, the Parish will determine if a code violation has occurred. If so, the Parish shall send written notification to the owner of the property where the violation is alleged to exist. Do you wish to receive a copy of the initial letter? ☐ Yes ☐ No

Only the initial letter will be sent. All other letters and responses will be between the violator and the parish. Documentation can be requested through document requests to the Parish Government.

Please, note that this is a courtesy. Natchitoches Parish has the right to deny this courtesy. Anonymous complaints shall be denied this courtesy.

I certify that the information above is accurate to the best of my knowledge.
 By typing my name below, I am signing this application electronically. I agree that my electronic signature is the legal equivalent of my manual signature on this application.

 Signature

 Date