



City of Adel

Community Development Department

Code Enforcement Complaint Form

What is Code Enforcement?

Rules governing the use of private property that is intended to protect the health, safety and welfare of all citizens. The Cook County Zoning Director is responsible for enforcing the provisions of the Adel city code and other Ordinances related to building and zoning and subdivisions. Each of these Ordinance also contains penalties that may be imposed when property owner refuses to correct cited violations. The City of Adel Code Enforcement Officer is responsible for enforcing all other city ordinances.

Who may file a complaint and when may it be filed?

Any citizen may file a complaint whenever they observe conditions, uses of property, or structures that they suspect are improper. Knowledge of the City of Adel Code of Ordinances is not a required, since the enforcement staff makes the evaluation. Misdirected complaints will be forwarded to a more appropriate department or agency.

How is a complaint filed?

Except where an immediate hazard exists, compliance actions begin with either a signed complaint or email from a citizen or another public agency. The appropriate form for filing a complaint can be acquired by calling the Adel City Hall at 229-896-4505 or by visiting the Adel Community Development Department at 125 S. Hutchinson Avenue.

What happens once I've submitted my written complaint?

Except for issues where an immediate threat to health and safety exists, initial action on your complaint will normally begin within 2-3 days of receipt and an inspection of the site will normally occur within 5 working days. Resolutions, however, can take weeks, months and sometime longer depending on the complexity and legal ramifications involved.

THIS SECTION MUST BE COMPLETED FOR US TO ACT ON THE MATTER

Your Name: _____

Your Address: _____

Your Parcel ID Number: _____

Your Daytime Telephone: _____ Evening _____

Signature: _____

COMPLAINT INFORMATION

Address of Violation: _____

Property Owner: _____

Occupants of Property (If Known): _____

Nature of
Complaint: _____

Inspectors Name: _____

Inspection Date: _____

Assumed Violation: _____

City Code Section: _____

Inspector
Observation/Action: _____

Address of Violation: _____

Property Owner: _____

Occupants of Property (If Known): _____

Nature of
Complaint: _____

Inspectors Name: _____

Inspection Date: _____

Assumed Violation: _____

City Code Section: _____

Inspector
Observation/Action: _____

