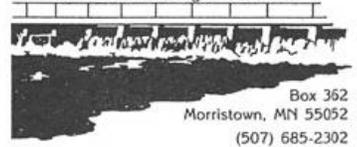# Code Compliance Form

City of Morristown
IN SOUTHERN MINNESOTA LAKES REGION
Best Little Town By A "Dam Site"
Box 362
Morristown, MN 55052
(507) 685-2302

A. Complainant Information

Name:	I would like to remain anonymous: ☐ Yes ☐ No
Street Address:	City, State, Zip Code:
Cell Phone:	Email Address:
Signature:	Date:

Tennessen Warning

Data that identifies individuals who report violations of laws concerning the use of real property are classified as confidential data under the Minnesota Government Data Practices Act. The City of Morristown may collect such data from complainants. The identities of individuals who register complaints about the use of real property will not be provided to the public, but an individual who is potentially subject to criminal or civil penalties for an alleged violation may have the right to obtain the identities of complainants if their due process rights so require.

B. Code Violation Observed

Date Violation was Observed:	Section of City Code, if known:
Address of Violation:	City, State, Zip Code:
Description of the Violation Observed:	

Submit to:
City of Morristown
402 Division St S, P.O. Box 362
Morristown, MN 55052
admin@ci.morristown.mn.us

To be Completed by City Department

A. Confirmation of Code Violation

Form Received By:	Date Received:
Violation Address:	Violation Name:

City Code Violation:

ANIMAL	BUILDING
☐ Animal: 91.02(A) Dog Running at Large	☐ Building: 92.21(A) Poorly Maintained
☐ Animal: 91.04 Farm Animals in City	
☐ Animal: 91.07 Habitual Barking	
☐ Animal: 91.07(C) Lack of Feces Disposal	
BURNING	**NUISANCE**
☐ Burning: 92.16(I) Dense Smoke Discharge	☐ Nuisance: 92.16(E) Amass Refuse/Debri
☐ Burning: 92.57 Failure to Obtain Permit	☐ Nuisance: 92.18(W) Grass/Leaves on Street
☐ Burning: 92.55 Fire Greater than 3 Feet	☐ Nuisance: 92.18(A) Ice/Snow on Sidewalk
☐ Burning: 92.56 Prohibited Materials	☐ Nuisance: 92.18(F) Noise that Disturbs
	☐ Nuisance: 92.16(A) Vegetable Matter
	☐ Nuisance: 92.38 Weeds/Grass
VEHICLE	**OTHER:** *explain*
☐ Vehicle: 71.09 Hinders Snow Removal	
☐ Vehicle: 71.09 Obstruction to Traffic or Street Maintenance	
☐ Vehicle: 92.20 Unlicensed/Inoperable	
☐ Vehicle: 92.19(A)(1) Vehicle Obstruct Views on Streets	

Violation Exists: ☐ Yes ☐ No	Violation: ☐ Simple ☐ Severe
Pictures Submitted: ☐ Yes ☐ No	
Violation Verified By:	Date Verified:

B. First Letter

Letter Sent to: ☐ Homeowner ☐ Renter	Date Letter Sent:
Appeal Received: ☐ Yes ☐ No	If yes. Date:
Violation Corrected: ☐ Yes ☐ No	
If yes:	Date Homeowner Confirmed:
	Date Maintenance Dept Confirmed:
If no:	*Send a second letter.*

C. Second Letter

Fine Amount: $100.00	Date Letter Sent:
Appeal Received: ☐ Yes ☐ No	If yes. Date:
Fine Amount Received: ☐ $0 ☐ $100 ☐ $200 ☐ $400 ☐ $800 *Check all that apply*	Check #:
Violation Corrected: ☐ Yes ☐ No	
If yes:	Date Homeowner Confirmed:
	Date Maintenance Dept Confirmed:
If no:	Date $200 fine letter was sent:

D. Third Letter

Fine Amount: $200.00	Date Letter Sent:
Appeal Received: ☐ Yes ☐ No	If yes. Date:
Fine Amount Received: ☐ $0 ☐ $100 ☐ $200 ☐ $400 ☐ $800 *Check all that apply*	Check #:
Violation Corrected: ☐ Yes ☐ No	
If yes:	Date Homeowner Confirmed:
	Date Maintenance Dept Confirmed:
If no:	Date $400 fine letter was sent:

E. Fourth Letter

Fine Amount: $400.00	Date Letter Sent:
Appeal Received: ☐ Yes ☐ No	If yes. Date:
Fine Amount Received: ☐ $0 ☐ $100 ☐ $200 ☐ $400 ☐ $800 *Check all that apply*	Check #:
Violation Corrected: ☐ Yes ☐ No	
If yes:	Date Homeowner Confirmed:
	Date Maintenance Dept Confirmed:
If no:	Date $800 fine letter was sent:

F. Fifth Letter

Fine Amount: $800.00	Date Letter Sent:
Appeal Received: ☐ Yes ☐ No	If yes. Date:
Fine Amount Received: ☐ $0 ☐ $100 ☐ $200 ☐ $400 ☐ $800 *Check all that apply*	Check #:
Violation Corrected: ☐ Yes ☐ No	
If yes:	Date Homeowner Confirmed:
	Date Maintenance Dept Confirmed:
If no:	Date Public Hearing letter sent:

G. Public Hearing

Total Fine Amount Owed:	Date Letter Sent:
Date Violator was Notified of Hearing:	
Action Taken by Council:	
List Any Follow-up that's Required:	