CHEROKEE COUNTY CODE ENFORCEMENT

Citizen Complaint Form - Fillable PDF

DO NOT USE THIS FORM FOR EMERGENCIES.

Call 911 for an immediate threat to life, safety, or property. Do not enter private property or confront anyone.

1. COMPLAINANT INFORMATION

IDENTIFICATION, COURT, AND DISCLOSURE NOTICE

Anonymous complaints are not accepted. A full name and phone number are required. The complainant's identity, statements, and evidence may become part of the enforcement case, be disclosed or presented in court, and the complainant may be contacted or required to testify.

Full Name *

Phone Number *

Email Address

Preferred Contact Method

Select one

Mailing Address

2. REPORTED PROPERTY

Property Address or Location *

Include the house number, road, nearest intersection, landmark, or detailed directions.

City or Area

Parcel Number, if known

Property Owner, if known

Occupant or Tenant, if known

Nearest Cross Street, Landmark, or Additional Location Details

3. TYPE OF COMPLAINT - CHECK ALL THAT APPLY

- [ ] Trash, rubbish, junk, or debris
- [ ] Tall grass, weeds, or vegetation
- [ ] Inoperable or abandoned vehicles
- [ ] Unsafe or dilapidated structure
- [ ] Outdoor appliances, furniture, or scrap
- [ ] Open dumping or illegal burning
- [ ] Sewage, septic, wastewater, or strong odor
- [ ] Rodents, insects, vermin, or health concerns
- [ ] Roadway, ditch, drainage, or right-of-way obstruction
- [ ] Floodplain or unpermitted construction concern
- [ ] Hazardous materials or chemical concern
- [ ] Other

Other Complaint Type

4. COMPLAINT DETAILS

Describe the Reported Condition *

Describe what you observed, where it is located, how long it has existed, and any health or safety concerns.

Date First Observed

How Often Does It Occur?

Select one

Has This Been Reported Before?

Select one

Approximate Date or Agency Previously Contacted

Additional Complaint Details

5. PHOTOS, DOCUMENTS, AND WITNESSES

☐ Photos are available or attached.

☐ Documents are available or attached.

☐ Other witnesses

List File Names or Other Supporting Evidence

Witness Names and Contact Information, if available

6. KNOWN SAFETY CONCERNS - CHECK ALL THAT APPLY

☐ Aggressive animals

☐ Unsafe structure or ground conditions

☐ Threatening or confrontational occupant

☐ Hazardous chemicals or materials

☐ Weapons observed or reported

☐ Locked gate or restricted access

Additional Safety Information

7. CERTIFICATION

☐ I certify that the information provided is true and accurate to the best of my knowledge.

I understand that submitting this complaint does not guarantee that a violation will be found or that enforcement action will be taken. My identity, statements, and submitted evidence may become part of an enforcement case and may be disclosed or presented in court. I may be contacted for additional information or required to testify if the matter proceeds to trial. Information submitted may also be considered a public record under applicable Kansas law.

Typed Name or Signature *

Date *

SUBMISSION INSTRUCTIONS

Save the completed PDF and email it, along with any photos or documents, to:

lyle.grandy@cherokeecounty-ks.gov

Open and save using Adobe Acrobat Reader for best results.