



TOWN OF MORRISTOWN

DEPARTMENT OF CODES & ZONING

Christopher J. Sherwin / Code Enforcement Officer

604 Main St. / P.O. Box 240 Morristown, NY 13664

PHONE: (315) 375-8572 / FAX: (315) 375-4723

COMPLAINT OF VIOLATION FORM

Part 1. Department policy.

It is the policy of the Town of Morristown to administer and enforce complaints in a manner that upholds the constitutional rights of all citizens to ensure due process with fairness and consistency. For these reasons, the town of Morristown has created the following procedures.

1. The Code of the Town of Morristown shall be administered and enforced by the Code Enforcement Officer; and
2. The Code Enforcement Officer will attempt to achieve voluntary compliance of verified violations before pursuing legal actions against an owner. The timeframe to gain compliance depends on the degree of the violation and any agreement with the owner attempting to voluntarily comply with any applicable codes. Furthermore, the Code Enforcement Officer is obligated to comply with applicable laws such as but not limited to the Criminal Procedures law of New York State as it pertains to issuing Notices of Violations, Appearance Ticket (s), Criminal Summonses, etc. for these reasons, gain compliance with verified violations may take a significant amount of time; and
3. All complaints shall be made on this form and completed by the complainant; and
4. The complainant shall provide their contact information and sign this form. Moreover, this form needs to contain the signature of a notary public; and
5. The Code Enforcement Officer shall not investigate anonymous complaints unless it is an imminent danger as defined in the NYS Uniform Fire Prevention and Building Code; and
6. The Code Enforcement Officer cannot disclose the name and contact information of the complainant unless ordered otherwise by a court of competent jurisdiction; and
7. Complaints shall not be used as a means of furthering civil and/or neighbor disputes, in such cases, the Code Enforcement Officer shall advise the complainant to address this issue by private means.

Part 2. Complaint information.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email: _____

Part 3. Location of the alleged violation.

Address: _____

City: _____ State: _____ Zip Code: _____

Is the alleged violation(s) visible from a public way (e.g., private road)?

(Note. The code enforcement officer is not permitted to enter private property without permission from the owner, legal occupant (e.g., tenant) or a duly authorized agent of the owner sent such action would violate state and federal laws such as but not limited to the 4th Amendment (unreasonable searches and seizures), 5th Amendment (due process) and 14th Amendment (right of privacy) of the United States Constitution)

If the alleged violation(s) are not visible from a public way, are you willing to complete the Supporting Deposition Form?

(Note. You will no longer be protected from disclosure and would be requested to appear in a court of competent jurisdiction if legal proceedings are taken by the town attorney)

