



**CITY OF HORSESHOE BAY**  
 1 Community Drive  
 P.O. Box 7765  
 Horseshoe Bay, Tx 78657  
 830-598-9959

**DEVELOPMENT SERVICES DEPARTMENT**  
 DEVELOPMENT PROJECTS/BUILDING PERMITS  
 PLANNING & ZONING/BOARD OF ADJUSTMENT  
 PLATS/CODE ENFORCEMENT

**CODE COMPLAINT FORM**

Pursuant to Chapter 6 Health & Sanitation, Article 6.02 Property Maintenance, Sec. 6.02.010 Investigation and notice of violations (a) Any city resident or property owner may file a complaint alleging a violation of this article. The complaint must: (1) Be in writing (2) Provide sufficient details about the violation and location of the property or building for an investigation to be conducted (3) Be signed by the complainant; and (4) Be filed with the mayor, city secretary, or code enforcement officer. (b) The code officer, on his/her own knowledge or on the basis of a complaint by a resident or property owner of the city, shall investigate alleged violations of this article...

**Complaint Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Lot#: \_\_\_\_\_ Prop ID: \_\_\_\_\_ Subdiv: \_\_\_\_\_

**Complaint Received from:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Ph#:** \_\_\_\_\_

Wishes to remain anonymous\* \_\_\_\_\_ **Add'l Ph#:** \_\_\_\_\_  
 Please provide contact information. \*May be reviewed by Attorney General's Office for opinion when Open Records Requests are filed.

**Complainant Details of Alleged Violation/Field Notes**

Complainant Signature \_\_\_\_\_ Date: \_\_\_\_\_

*This Section for Department Use:*

**Violation of Code Sec. No:** \_\_\_\_\_  
 Additional comments: \_\_\_\_\_

Owner of Record: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_ **Ph#:** \_\_\_\_\_  
 \_\_\_\_\_ **Additional Ph#:** \_\_\_\_\_

Date of Initial Site Investigation: \_\_\_\_\_ Investigator: \_\_\_\_\_ **Badge#:** \_\_\_\_\_  
 Photos Attached: Y N Evidence Location: \_\_\_\_\_  
 Notice of Violation Date: \_\_\_\_\_ Certified Mail Receipt Date Received: \_\_\_\_\_

**Closed Date:** \_\_\_\_\_ **Final Resolution:** \_\_\_\_\_

**Citation:** Y N **Date:** \_\_\_\_\_ **Court:** Y N **Date:** \_\_\_\_\_

Investigator Notes: