



**Town of Montverde Florida**  
**CODE ENFORCEMENT COMPLAINT FORM**

17404 Sixth St., P.O. Box 560008

Montverde, FL 34756

[TownClerk@mymontverde.com](mailto:TownClerk@mymontverde.com)

407-469-2681

**What is Code Enforcement?**

Code Enforcement is important for the health and safety of all residents and helps maintain quality standards that are important to attain the highest property values possible. Code Enforcement strives to achieve voluntary compliance if a violation exists. In many cases issues may arise when a resident faces unexpected hardship such as illness or unemployment. Be neighborly – check first to see if you may be able to help. If the town is unable to achieve voluntary compliance, a hearing may be held before a Special Magistrate to determine the validity of the violation.

**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 are improper or potentially hazardous.

**How is a complaint filed?**

Montverde code enforcement is complaint initiated. Compliance actions begin with either a signed complaint form. Once the complaint form is complete, you may submit the form by, by email to [TownClerk@mymontverde.com](mailto:TownClerk@mymontverde.com) by mail, or in person.

**What happens once I've submitted my written complaint?**

The investigation process will typically begin once a code enforcement complaint has been received and processed. If Montverde staff believes a violation exist, a courtesy letter will be sent to the violator asking them to correct the violation. If the violation is not corrected, a formal violation notice is sent, which starts the legal process as dictated in the town codes and ordinance. Actual resolution of the issue can take weeks, months, and possibly longer, depending on the complexity of the issue and legal ramifications.

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**REPORTER / COMPLAINANT CONTACT INFORMATION**

You have the right to stay anonymous but doing so may slow or hinder the investigation. In some cases, staff will need more information to process a code violation case. PLEASE NOTE: Florida has a very broad public record law. Most written communications to or from Town officials regarding Town business are public records, available to the public and media upon request.

**Please Print**

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Phone Number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

If necessary, may we have permission to enter your property to view the subject violation? YES \_\_\_\_\_ NO \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**THIS SECTION IS ABOUT THE ALLEGED VIOLATION – BE CONCISE AND COMPLETE**  
*If available, please provide photographs, maps, or other documentation to substantiate the violation.*

PROPERTY OWNER (IF KNOWN): \_\_\_\_\_

OCCUPANTS OF PROPERTY (IF KNOWN): \_\_\_\_\_

ADDRESS/PARCEL NO. OF THE SITE/PROPERTY:  
\_\_\_\_\_

IF NO ADDRESS IS AVAILABLE, PROVIDE A DETAILED DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
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NATURE OF COMPLAINT:  
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**OFFICIAL USE ONLY**

Date Received:

Case No.: