





## CITY OF LOMPOC COMPLAINT FORM

### CODE ENFORCEMENT PROCESS

Code Enforcement within the City of Lompoc is performed on a complaint-oriented basis. In order to investigate and respond to a potential code violation, the City must receive a complaint form with an original signature and contact information for the complaining party. The information on the form is treated as confidential and will not be released to the public, unless required by Court order. The following is a brief overview of the general process:

- 1) Code Enforcement complaints will be entered into a City-wide database and referred to the appropriate City departments/divisions for investigation.
- 2) Staff will make a site visit to determine if a violation exists. Photographs may be taken for the Code Enforcement record.
- 3) A letter will be sent to the owner of the subject parcel, as listed in the Santa Barbara County Assessor's records. The letter will inform the owner of a potential violation on the property, advise how the violation can be remedied, and request voluntary compliance by a specific date.
- 4) Generally, the property owner will respond, and the case will be resolved. If the property owner does not respond, additional letters may be sent.
- 5) If the owner remains non-responsive and the complaint cannot be resolved, it may be referred to the City Attorney's office for appropriate legal action.
- 6) Upon resolution, the Code Enforcement case will be closed, and the resolution will be noted in the file and database.
- 7) Staff will generally send a letter to the complainant describing the resolution of the case, as resources allow. The complainant may also contact the City during the enforcement process to inquire as to the status of the enforcement action.

Each case is considered individually. Cases involving an immediate threat to public health and safety receive priority attention. Other cases are handled as resources allow. The goal of the City is to work toward voluntary compliance with all regulations.

A copy of this form with an original signature must be received at City Hall or mailed to the address below:

City of Lompoc, Community Development Department  
Attention: Planning Division  
100 Civic Center Plaza  
Post Office Box 8001  
Lompoc, California 93438-8001

Questions on the status or resolution of a code enforcement case may be directed to Terri DiMora at 805.875.8288 or by email at [t\\_dimora@ci.lompoc.ca.us](mailto:t_dimora@ci.lompoc.ca.us).