



TOWN of  
WAKE FOREST

# Code Complaint Form

**For Office Use Only**

Tax PIN: \_\_\_\_\_

Town Zoning: \_\_\_\_\_

Received By: \_\_\_\_\_

Case #: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Citizen's Name Observing Problem: \_\_\_\_\_

*(Please print; must be legible)*

Complaint Received: Phone Office Visit Field Inspection Mail/Fax/Email

Location of Problem

*Street name, number or identifying landmarks, and directions (be very specific; attach a drawn map if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_

Type of Problem Has Been Observed *(Check appropriate box then describe in detail.)*

Signage Vehicular Undue Growth Unsafe Structure Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can Problem Be Seen From Public Right-of-Way? Yes No

Date Problem Was Observed: \_\_\_\_\_

Photographs Attached *(Preferably dated. Please note that any photographs submitted will not be returned.)*

*If Problem is not on your property, please fill out the box below (if known).*

Property Owner's Name: _____
Address: _____

Signature: \_\_\_\_\_

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

Telephone#: \_\_\_\_\_

***Please note that by submitting this form, all information becomes public record.  
Form must be complete.***

**Please Return To:**

Town of Wake Forest Planning Department  
301 South Brooks Street  
Wake Forest, NC 27587-2901  
Phone: (919) 435-9510 / Fax: (919) 435-9539