



Community Development & Neighborhood Services
 281 N. College Ave.
 PO Box 580
 Fort Collins, CO 80522
 970.224.6046
 970.224.6134 FAX
 www.fcgov.com

[OFFICE USE – DATE RECEIVED: _____	CASE # _____
Phone Intake _____	Received By: _____

OVER-OCCUPANCY INVESTIGATION FORM
 Effective January 1, 2007
 All complaints will be investigated.

This form is to be used to notify the City that a “subject address” may be occupied in violation of the City’s Land Use Code, Section 3.8.16. Information provided will become public record when the investigation finds there is a prosecutable violation. If the case goes to a hearing, the witness(es) may be subpoenaed to testify.

The information provided herein, with or without your signature below, will be reviewed and the appropriate level of investigation assigned to an inspector. Depending upon the outcome of City’s investigation, a prosecutable violation may depend on your signature and your ability to testify.

All parties of interest (owner/occupants) in the “subject address” will be notified of the suspected violations and consequences and that an investigation into the alleged violation is in progress.

PLEASE PRINT AND PROVIDE CLEAR AND COMPLETE INFORMATION BELOW

Subject Address: _____

Owner/Manager Name (if known): _____

Owner/Manager Address (if known): _____

_____ **Phone #:** _____

Witness(es) Name(s) (print): _____

Witness(es) Address: _____

_____ **Phone #:** _____

Witness(es) Observations: _____

Additional information (such as license plate logs, observation journals, occupants’ names, other witness information):

Witness(es) Signature: _____ **Date Signed:** _____

Signature: _____ **Date Signed:** _____