

**BUILDING / ZONING /  
NUISANCE  
COMPLAINTS**



**Land & Community Dev.  
Admin**  
**(252) 639-7585**  
**LaughlinS@newbernnc.gov**  
**Fax: (252) 636-2146**

Complete and return to the Development Services Department, Inspections Division at 303  
First Street, OR

Mail to P.O. Box 1129, New Bern, NC 28563

A. Concerned Citizen: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Complaint Address: \_\_\_\_\_

C. Owner's Name, if known: \_\_\_\_\_

D. Nature of Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Concerned Citizen: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\* *For Office Use Only. Do not write below this line.* \*\*\*\*\*

Date of Inspection: \_\_\_\_\_ Signature of Inspector: \_\_\_\_\_

Type of Complaint: [ ] Building [ ] Zoning [ ] Nuisance

Comments / Remedy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Complaint Investigative Process**

1. Completed complaint form is submitted to Development Services and stamped with the received date and initialed.
2. Within 14 days, following receipt, the status of the complaint and actions taken are mailed to complainant and alleged violator.
3. The alleged violator has 14 days to address to noted violation(s).
4. Final disposition of the violation is completed and notification mailed to the complainant and violator.
5. Generally complaints are investigated and final disposition completed within 30 days of receipt.
6. An appeal from any final order or decision of the Zoning Administration, Chief Building Inspector or Historic Preservation Commission may be taken to the Board of Adjustment by filing a written notice of appeal within ten (10) days after the date of the decision appealed from.

(See Section 15-19 of the Land Use Ordinance)