



## **Marion County Code Enforcement** **Excessive Noise Disturbance Complaint Form**

Sheriff's Office, Marion County Courthouse, Salem, Oregon  
PO Box 14500 Salem OR 97309  
(503) 373-4333

Thank you for contacting Marion County Code Enforcement. Please be advised that it may take up to two weeks before an investigation is conducted depending on the number of complaints currently on file. Resolving a violation may take 90-120 days, depending on the level of voluntary action from the violator. If you have questions at any time during this process, please call our office at the number listed above.

To complete this form, fill in the boxes below. \* denotes required information. Complaints can be mailed, faxed or dropped off at our office (see information above).

### **Complainant Information:**

Excessive Noise Complaints require the name, address and signature of at least two individuals who represent (own or reside) at least two properties within 500 yards of the sound-producing property (where the violation occurred). Also, please identify one of the complainants as the primary contact person.

*Primary Contact Person: _____	
*Address: _____	City/Zip: _____
Daytime Phone: _____	E-mail: _____
Do you want to be contacted and kept informed of the investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
.....	
*Name: _____	
*Address: _____	City/Zip: _____
Daytime Phone: _____	E-mail: _____
Do you want to be contacted and kept informed of the investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### **\*Location Information**

Name and address of person who committed the excessive noise disturbance: _____
Date the excessive noise disturbance occurred; including start time and end time of disturbance: _____
Identify where the disturbance occurred and describe the location: _____ _____
Identify the sound-producing device used during the disturbance (i.e. stereo, car radio, table saw, etc.): _____

**\*Summary of Complaint** (describe the excessive noise disturbance and explain why it was unreasonably disturbing):

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

(continue on a separate sheet if necessary)

**\*Witness Information**

Marion County Noise Code 8.45 requires that a complainant must have made a good faith effort to contact enforcement authorities while the disturbance was occurring or the excessive noise disturbance complaint will be deemed insufficient.

Did a deputy or code enforcement officer visit the sound-producing property while the disturbance was occurring?

Yes  No

If not, please describe your efforts to contact enforcement authorities while the disturbance was occurring:

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

How was the complaint received? Phone <input type="checkbox"/> Mail <input type="checkbox"/>	Officer Assigned: _____	Case #: _____
Delivered <input type="checkbox"/>	Remarks: _____	
Date received: _____	_____	

**CONFIDENTIALITY:**

The County’s enforcement-related confidentiality policy is based on State of Oregon public records statutes. Enforcement records are public records but the name of the complainant is exempt from disclosure. The exemption is entitled: “Information submitted to a public body in confidence.” As such, any record that identifies a complainant is exempt from disclosure. However, notes in a file or a complaint letter that does not specifically identify the complainant may be disclosed. The County will disclose the complainant’s name if that person is going to be a witness in an enforcement case – the “right of cross examination” requires this provision.