

Department of Community
 Development & Zoning
 315 Douglas Avenue
 Colonial Beach, VA 22443
 (804) 224-7506



Community Enhancement Investigation Request Form

1) Address or location of the suspected municipal and/or zoning ordinance violation:

2) Type of potential violation. Circle the appropriate box:

Abandoned Vehicle	Graffiti	Exterior Storage Clearly Visible from the Street	Trash and Debris
Overgrown Grass/or Weeds	Trailer/Motorhomes Parked in the Front Yard.	Drainage	Building Occupancy
Unpermitted Dumping	Building Safety Hazard.	Overgrown Landscaping and Maintenance	Unpermitted Land-Use Activity
Unpermitted Sign(s)	Unpermitted Construction.	Unpermitted Tree Removal	OTHER _____
Overweight Vehicles	Bug or Rodent Infestation	Building Code Violation	

3) Please describe in more detail the potential violation you believe is occurring and when it began to the best of your knowledge:

- 4) Method of Contact. If a Town representative needs more information concerning your investigation request, what is the best way to contact you? Check the appropriate box:

I would like to remain anonymous.

Please note that anonymous submissions will not allow our Community Enhancement Team to contact you for further information or to clarify statements made on this form. In some cases, this may result in an “unfounded” investigation determination. You will also not be contacted about the action taken on your request.

My contact information is as follows:

i) Name: _____

ii) Address: _____

iii) E-mail Address: _____

iv) Phone Number: _____

Please check here if you wish to be updated on the status of your complaint/concern.

- 6) (Optional) If you have any pictures of the potential violation you wish to include, attach them to this form. You may also email them to jsawdy@colonialbeachva.gov with your name and a brief description of the violation. Please note that if materials are emailed, information including pictures and sender names are subject to the Freedom of Information Act.

