



**Town of Zebulon**  
**Planning Department**  
 1003 N. Arendell Avenue, Zebulon, NC 27597  
 Phone: (919) 823-1810 Fax: (919) 887-2824  
[www.townofzebulon.org](http://www.townofzebulon.org)

# CODE ENFORCEMENT COMPLAINT

<b>PART 1. Violation Details</b>
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Address of Violation
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Type of Violation <input type="checkbox"/> Junked/ Abandon Vehicle <input type="checkbox"/> Zoning Violation <input type="checkbox"/> Trash, Debris & Rubbish <input type="checkbox"/> Animal Cruelty <input type="checkbox"/> High Grass & Weeds <input type="checkbox"/> Minimum Housing <input type="checkbox"/> Illegal Sign <input type="checkbox"/> Other (Please explain below)
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Details of Violation
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<b>PART 2. Contact Information</b>
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Please indicate if you wish to remain anonymous:
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Name
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Email	Telephone Number
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Desired form of response: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail
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<input type="checkbox"/> Citizen	<input type="checkbox"/> Town Employee	<input type="checkbox"/> Officer
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<b>For Office Use Only</b>	
Date Received:	Date Closed:

**For questions or interpretations contact:**  
**Dauida Moore**  
**Planning Department**  
**919-823-1812**  
[dmoore@townofzebulon.org](mailto:dmoore@townofzebulon.org)

## **General Violation or Nuisance Info:**

Please submit this form to a planning staff member as soon as possible when you observe a violation that is an eminent threat to the public health, safety or welfare and as such requires prompt action. All others should be brought to Town Hall in a timely fashion.

### **Immediate Action Items are:**

- (1) Removal of obvious safety hazards on public right-of-ways (i.e. – posted signs or banners that block sight distance at roadway intersections, trash, debris and rubbish deposited in travel lanes that impede traffic);
- (2) Removal of all signs posted on either BellSouth or CP & L utility poles;
- (3) Reporting to Police Department unlawful food vendors and/or itinerant merchants who are either setting-up or in the process of moving their products to set-up in Town.
- (4) Reporting to the Police Department any disabled, Junk or abandon vehicles on the public right-of-way.

### **Junked or Abandon Vehicle:**

Any motor vehicle (motor Cycle, Boat, airplane, ect.) or portion thereof within the town limits that is obvious in disrepair and/or unable to move under it own power, or any motor vehicle that does not have a valid license plate or inspection sticker. If the vehicle is abandon on a public right-of-way or public alley contact the Police Department to investigate and/or tow it away. If a vehicle is junked or abandon on private property contact the Planning Department.

### **High Grass and Weeds:**

Any private property within the corporate limits that has grass and/ or weeds that exceed 12 or more inches in height.

### **Trash, Debris and Rubbish:**

Any gathered pile or collection of household trash, construction debris, refuse, rubbish, discarded appliances, furniture, ect. that has accumulated on private property or public right –of-way that can be obviously attributed to a private property owner within the corporate limits.

### **Signs:**

Any sign within the corporate limits or ETJ that is nailed, stapled, tied, screwed or somehow fastened to a utility pole (either CP & L or Bell South), NCDOT traffic control structure or stop sign can be removed immediately. Political signs on the public right-of-way or utility poles can also be immediately removed. For Sale, Rent or Lease Signs located entirely on private property may remain.

### **Zoning Violations:**

Any new home construction, addition or major renovation noticed within the corporate limits or ETJ going on without a building permit. Particularly notice the movement and setting-up of mobile or modular homes in Zebulon's jurisdiction; or the placement or construction of accessory buildings ( with any dimension over 12 feet or car ports on any private property.

### **Open Air Food Sales or Itinerant Merchants:**

Any for-profit food vendor that operates from a parked vehicle or mobile cart or any salesperson who carries their product from door-to-door or place-to place in order to generate sales should be reported to the Police Department. Non-profit, 501(c) 3 and church groups may be allowed if they have a valid permit by the Planning Department.

### **Animals:**

Look for any animal cruelty cases where animals are left outside without water or shelter, and any animals at-large that may be strays. Contact Wake County Animal Control Directly at **(919) 250-1475**