



**Planning & Development Department  
Department Directive**



<b>DD Number:</b>	DD-2002-07	<b>Initiator:</b>	Tim Overstake
<b>Supersedes:</b>		<b>Manager:</b>	Tim Overstake <i>TO</i>
<b>Date Initiated:</b>		<b>Director:</b>	Joy Rich <i>JR</i>
<b>Effective Date:</b>	09/20/02	<b>Responsible Authority:</b>	Department Wide

**PURPOSE:** To expand investigative procedures involving complaints on Federal, Indian Community and Arizona State lands.

**REFERENCE:**

**POLICY/PROCEDURE:** The following protocols will be observed when violation complaints are received on unincorporated Federal, Indian Community or Arizona State lands, not ordinarily within the jurisdiction of Maricopa County Zoning Ordinance Enforcement:

1. All complaints involving unincorporated Federal, Indian Community or Arizona State land within Maricopa County will be investigated.
2. A complete property ownership search will be made to determine proper jurisdiction.
3. A case file will be opened, a Permits Plus case number and Code Enforcement Officer will be assigned and site inspections (as necessary) will be performed. Photographs will be taken of any violation conditions existing on the subject parcel.
4. A detailed letter will be directed to the appropriate government agency (including the source of the complaint), the conditions observed and the code enforcement division's recommendation for further action.
5. Hard copies of the site photos, a backup of these photos (on a floppy disk in a universal format, such as JPEG), and a copy of our original letter of complaint will be included in the correspondence.
6. A copy of the correspondence will be forwarded to the original complainant in instances where sufficient complainant information is known.
7. Complete details of the steps taken in the investigation of the complaint will be catalogued in Permits Plus including the addition of the photos in the images archive.
8. The case will be closed and no further action will be taken.

**Note:** In order to provide a higher level of service to the constituents of Maricopa County, verbal referrals will no longer suffice in the investigation of violations on Federal, Indian Community or Arizona State lands within the unincorporated areas of the county.