

Complaints & Violations

If I suspect a violation, how do I go about having it resolved or reporting it?

You may make report violations to Code Enforcement by calling 928-865-4146 or by filling out a Citizen Complaint Form at the Clifton Town Hall.

To best serve you as the reporting party, please provide the following information in order to investigate a complaint:

1. A description of the alleged violation;
2. The address of the violation, including the nearest cross-street and any other pertinent information which may be helpful;
3. Your contact information (not required, but helpful).

All information is confidential.

Why haven't I seen any action being taken on my complaint?

Most likely, the town has opened a file based on your complaint and discussions have begun with the property owner or responsible party to resolve the violation. Typically, the town will notify the property owner/responsible party of the violations found on the property once the complaint has been confirmed. We normally request that the property owner/responsible party respond to us indicating they will resolve the violation in an acceptable time frame, that the violation has been resolved or that the property was not in violation. Our goal is to achieve voluntary compliance; however, if the property owner/responsible party fails to comply with the town's order, we begin a more formal legal process which may take an extended period of time to fully resolve.

What do I do if I receive a letter regarding my property?

Once you've received a notice of violation, it is important that you contact Code Enforcement as soon as possible at 928-865-4146 to discuss the information outlined in your notice and provide any and all options available to you. Our first priority is to bring violations into compliance through voluntary measures whenever possible

If the allowable time specified on your notice has expired, and the violations continue to exist, the town will move forward with more aggressive action.

If it is determined that the violation does not exist, the case will be closed and no further action will be taken.

If the violation has not been resolved you will be issued a citation with a hearing date to be held at the Town of Clifton Justice Court.

According to Town Code Ordinance 01-2009 - Any person found guilty of violating any provision of this code, shall be guilty of a misdemeanor, upon conviction shall be punished by a fine not to exceed \$2,500.00 or by imprisonment for a period not to exceed 6 months or both. Each day that a violation continues shall be a separate offense and fine.

The town reserves the right to enforce the collection of any outstanding delinquent amounts by civil action, which may include property liens, additional costs, penalties, and other fees incurred throughout the process of collection.