



# City of Gainesville

306 NE Sixth Avenue  
Gainesville, FL 32627  
Phone: 352-334-5030  
Fax: 352-334-2239

## Code Enforcement Division

### Affidavit of Complaint

#### Please read before signing

162.21(3)(a) provides: A code enforcement officer is authorized to issue a notice of violation or citation to a person when, based upon personal investigation, the officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted code or ordinance, and that a fact finder will hear the charge. In cases where the officer has **not** personally observed a violation but through personal investigation has reasonable cause to believe the complainant has provided sufficient evidence and will appear to testify thereby sustaining a notice of violation or initiate the procedures provide in Chapter 2 Division 6 of the Gainesville Code of Ordinances pertaining to the civil citation process, the officer may request a complainant to sign an affidavit of citizen observation (ACO). A complainant will only be asked to file an ACO when the code enforcement officer has not personally observed the violation and it is reasonable to believe a sustainable charge can only be made with the complainant's assistance and knowledge. Submission of a ACO is subject to in-house review and the City reserves the right to decline the pursuit of an ACO when, in the opinion of the Code Enforcement Division Manger, there is reason to believe the evidence is not sufficient to sustain a finding of guilt before the fact finder in the case.

**Under Florida Law, this document will become a public record. If you do not wish to be identified as part of a public records request, you should not complete this affidavit.**

#### Citizen Observation

**(Not required for any complaint that may be personally confirmed by a code official of the City of Gainesville)**

By completing this affidavit, you are making statements under oath. Failure to be truthful is a violation of Florida Statutes pertaining to perjury, which is a felony punishable by up to 15 years imprisonment. Be also advised any case which may be pursued through the filing of this affidavit will require your testimony before the Alachua County Circuit Court or the Gainesville Code Enforcement Board. You will be subpoenaed to testify before the fact finder in this case and should you fail to appear the City will ask for the case being brought to be dropped.

#### Complainant Information

**(If additional space is needed please use attached "exhibit \_\_" form provided)**

Name:

Address:

Home Phone:

Work Phone:

Cell Phone:

Email:

#### Violation Information

Location of violation:

Owner of property if known:

Date violation observed:

Are you aware of previous complaints?

Description of Violation Observed:

Name of persons observed (If applicable or known)

**Disclosure of evidence:**

By signing below you are affirming that any and all evidence provide by you is truthful to the extent of your knowledge. In the case of pictures you are swearing or affirming that they truly and accurately represent the conditions you are alleging at the time you observed the alleged violations. You are also swearing or affirming any pictures provided by you are a true and accurate representation of the conditions you witnessed at the time and on the date stated above and that they have not been edited or modified. You are also swearing or affirming that any notes or physical evidence you are submitting is true and accurate to the best of your knowledge and reflects factual information of which you possess first hand knowledge. The Code Enforcement Division reserves the right to seek the City Attorney's opinion as to the relevance of any evidence provided and act appropriately based on that information.

**Your are hereby noticed that any items of evidence provided will become public property and that they will not be returned to you in the event the City decides not to pursue this affidavit.**

Number of photos submitted:

Date photos taken:

Time photos taken:

Describe violations noted in photo/photos:

Number of document submitted:

Describe documents:

Describe violations noted:

Based upon the foregoing, I (please print) \_\_\_\_\_ the undersigned hereby certify that the above-described violation was personally observed by me and that the violation should be referred to the appropriate hearer of fact. I affirm that the evidence I have submitted is true and accurate to the best of my knowledge and reflects the conditions I observed in the timeframes specified above. I have read the statement above regarding Florida Statutes making filing false information a felony punishable by up to 15 years imprisonment.

Please note **if appropriate** any attached exhibits \_\_\_\_\_

Signed: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me by means of \_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

(SEAL) \_\_\_\_\_

SIGNATURE OF NOTARY PUBLIC

Name of Notary Public: \_\_\_\_\_

(Print, Type, or Stamp Commissioned Name)

\_\_\_\_\_ Personally Known or

\_\_\_\_\_ Produced Identification: Type of Identification Produced \_\_\_\_\_

Exhibit “\_\_\_”