



**Town of Carthage
Report a Concern**

Use this form to document a potential violation of the Town’s Code of Ordinances or Unified Development Ordinance. This form may be completed by a member of the public or by staff initiating an inspection based on observation.

Section 1: Complaint Information

(Leave blank if submitting anonymously)

Name of Complainant (Optional)	
Phone Number (Optional)	
Email Address (Optional)	

⚠ Information provided may be subject to public records laws. You are not required to provide your name.

Section 2: Violation Details

- a. Property Address or Location of Concern: _____
- b. Type of Violation (check all that apply):
- ☐ Overgrown grass or weeds
☐ Junk or debris accumulation
☐ Inoperable or untagged vehicles
☐ Unsafe or dilapidated structures
☐ Illegal business or home occupation
☐ Zoning violation

☐ Building without permits
☐ Other (please describe) _____
- c. Description of the Issue: _____

- d. When did you first notice this issue? _____

- e. Any photos or supporting documentation attached? ☐ Yes ☐ No

Section 3: Staff Use Only

Received By: _____

Date Received: _____

Assigned Inspector: _____

Date of Initial Inspection: _____

a. **Inspection Outcome:**

- ☐ Violation Found
- ☐ No Violation Found
- ☐ Further Investigation Required

b. **Next Steps:**

- ☐ Courtesy Notice Sent
- ☐ Notice of Violation Issued
- ☐ Referred to Legal/Planning/Other _____
- ☐ Monitoring

c. **Comments:**

Section 4: Relevant Ordinances and Statutes

This section lists commonly referenced Town of Carthage ordinances and North Carolina General Statutes related to code enforcement.

- **Town of Carthage Ordinances**

- *Carthage Code of Ordinances – Chapter 92: Nuisances*
Covers overgrown vegetation, junk accumulation, and maintenance of properties.
- *Carthage Unified Development Ordinance (UDO)*
Outlines land use, zoning, and building standards.
Includes enforcement procedures for zoning violations and use of property.

- **North Carolina General Statutes**

- *G.S. 160D-1117: Stop Work Orders*
Allows building inspectors to issue stop work orders when work is done without a permit.
- *G.S. 160D-1203: Authority to Repair, Close, or Demolish*
Grants municipalities authority to address dwellings unfit for human habitation.
- *G.S. 160D-404: Enforcement*
Authorizes the town to enforce zoning and land use regulations by fines, injunctions, or other means.
- *G.S. 132-1: Public Records*
Defines what records are public and the limits of confidentiality for complaints.