INSTRUCTIONS FOR FILING
AN INVESTIGATION REQUEST FORM

How do I file an Investigation Request?

All inspections begin with a written complaint, submitted online or by mail or fax. This form can be used to request an inspection of your property to identify weeds and give advice on control or for concerns about another property with noxious weeds.

What if my complaint is about weeds on the County’s right-of-way or City property?

All complaints concerning noxious weeds growing on City, County, State or Federal property will be referred to the appropriate agency. You will be notified which agency received your complaint along with information on how you can contact them to ensure the matter is resolved in a timely manner.

What steps are taken after you receive my Request?

1. The Inspector will go to the site in question to determine if a violation exists.

2. If noxious weeds are found growing on the property, the landowner will be notified in writing.

3. A reinspection of the site is made to determine if any control work has been done.

4. If no control is evident, a determination will be made as to the severity of the noxious weed problem. If the amount of growth, type of weed and location warrants, an Enforcement Notice will be sent requiring control in a specific amount of time.

   If the infestation is not significant, easily controllable and/or not a threat to neighboring property owners, a reminder notice will be sent to encourage the landowner to take care of the weeds.

5. If this is a request for your own property, an inspector will contact you to make an appointment to meet with you on-site. Or, they can look at your property and call you with their assessment if you are not available.

How will I know if anything is being done on my Request Form?

All complaints are acted upon in the order received. Once your area of concern has been inspected, our office will contact you with information on what was found and what action, if any, will be taken.
NOXIOUS WEED INVESTIGATION REQUEST

Date: _____________________________

Is this a request to identify weeds on your property?     Yes _______   No   ________

Address of Noxious Weeds:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

If no address is available, please provide accurate description:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Property Owner’s Name (if known): _________________________________________________

Noxious Weeds Found (if known): ___________________________________________________

Do you wish for this investigation request to remain confidential? Yes ______  No ______

Your name ________________________________________________________________

Your Address ________________________________________________________________

City, State, Zip ______________________________________________________________

Daytime Phone Number _________________________________________________________

Email Address (not required) __________________________________________________

May we enter your property to view the noxious weeds if necessary? Yes ______  No ______

Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please mail or fax to the Spokane County Noxious Weed Control Board
222 N. Havana, Spokane, WA  99202
  Fax: (509) 477-2675