City of Norman
Planning and Community Development
Code Compliance Division
P. O. Box 370
Norman, OK 73070
405-366-5332

OVER-OCCUPANCY INVESTIGATION FORM
Effective August 29, 2008
Modified: April 26, 2019

This form is to be used after the City has been notified and completed the notification process to the property owner and/or occupants, yet still seems to be occupied in violation of the City's zoning provisions. Please contact the assigned inspector regarding the findings from the initial notice before spending the time completing this log in case it was determined that there was no violation (such as a family & all related, etc.). Information provided will become public record when the investigation finds there is a prosecutable violation. If the case goes to a hearing, the witness(es) will be subpoenaed to testify.

The information provided herein will be reviewed for all the required information and if complete, will be submitted to the City Attorney for approval. A prosecutable violation will be dependent upon your signature affixed and the ability to testify.

PLEASE PRINT AND PROVIDE CLEAR AND COMPLETE INFORMATION BELOW

Subject Address: _____

Owner/Manager Name (if known): _____

Owner/Manager Address (if known): _____

_____**Phone #:** _____

Witness(es) Name(s) (print): _____

Witness(es) Address: _____

_____**Phone #:** _____

Witness(es) Observations: _____

_____

_____

Additional information (such as license plate logs, observation journals, occupants' names, other witness information):

_____

_____

Witness(es) Signature:_____ **Date Signed:** _____

   Signature:_____ **Date Signed:** _____

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Date & Time Observed	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate	Vehicle & Plate

Suggestions for keeping the Vehicle Log:
→ The log should be kept for at least 30 consecutive days
→ To indicate overnight stays, it is best to log vehicles first thing in the morning
→ Do not include inoperative motor vehicles on the log
→ Be careful to log vehicles that belong to the occupants of the subject address
→ Include the make and model of the vehicle, as well as the license plate #