



## CITY OF LAKE STEVENS ODOR COMPLAINT FORM INSTRUCTIONS

**A - Name:** Print your name, address, email address (optional) and telephone number.  
**Sign it before you submit.**

**B - General:** The "Location" refers to where you are when you smell the nuisance odor. That location is generally noticed by the name of the nearest intersection, landmark or home address if you are at your house at the time. PSCAA only allows nuisance odors to be reported from residence or place of business.

**C - Intensity Rating:** Please select the best intensity level.

**D - Odor Description:** Please select the best description for the odor or describe as "Other".

**E - Additional Odor Information:** Please provide your best guess of where odor is coming from and who may be causing it. If you feel any effects from the odor, please describe.

**F - Weather Conditions:** Please describe weather conditions and wind direction, if required.

Wind speed can be defined by referring to the following description:

*Calm:* Smoke rises vertically

*1-5 mph:* Wind is felt on face; leaves rustle; ordinary wind vane is moved by wind

*5-15 mph:* Leaves and twigs in constant motion; wind extends light flag; dust, loose paper, and small branches are moved

*15+ mph:* Small leaf trees begin to swale; large branches in motion; whistling in phone and electrical wires

**G - Miscellaneous Notes:** Please add any additional information, which may be helpful for determining location and type of odor. This section may also be used for additional ill effects from the odor.

**Signature:** In order for an odor complaint to be investigated, it must include a signed affidavit from complainants.

**Return completed form to:** City of Lake Stevens 1812 Main Street  
9:00 a.m. to 5:00 p.m. Monday – Thursday  
8:00 a.m. to 12:00 p.m., Friday

**Or mail to:** City of Lake Stevens Planning Department  
P.O. Box 257, Lake Stevens, WA 98258

*Form may be completed online ([www.lakestevenswa.gov](http://www.lakestevenswa.gov)), but needs to be printed and signed. A scanned, signed copy may be emailed to [codeenforcement@lakestevenswa.gov](mailto:codeenforcement@lakestevenswa.gov) or faxed to 425-334-0835.*

*When submitting an odor complaint, please also include a code violation form, located [on the city website](#).*