



City of Plano Animal Services
4028 West Plano Parkway Plano, TX 75093
972.769.4360
www.planoanimalshelter.org

Noise Complaint Form

A person wishing to file a complaint against the owner of a dog creating a disturbance by barking, howling or yelping is encouraged to maintain a dog **Noise Complaint Log**. A detailed, specific, and accurately kept log means a better chance of success if the case should be challenged in court. After this log is completed and signed, return to Animal Services.

On the first complaint, a letter is sent to the owner informing of a reported complaint, the need to train the dog as well as register the dog with Animal Services. Within 10 days of receipt of the noise letter, if the dog is still barking, the complainant can call back and file another complaint. At that time, an Animal Services Officer will be dispatched to the residence to speak with the owner or leave a notice and to ensure that the dog is current on rabies vaccination and registered with Animal Services. Animal Services will also advise the owner that the complainant may file a Nuisance by Noise complaint with Municipal Court. After these two steps have been taken, Animal Services can be dispatched again but after that, the division can no longer assist with said complaint. The complainant can file a Nuisance by Noise complaint by submitting a noise complaint log with the required sworn affidavit to the Animal Shelter.

All complaint logs will be forwarded to the City of Plano Legal Department for their review. If sufficient evidence exists for a complaint, the Prosecutor may file charges against the animal owner.

To increase the possibility of legal action and charges being filed, have additional witnesses from neighbors residing in the vicinity and who are willing to not only complete these forms but also appear in court. Otherwise, it may become a situation where it's the dog owner's word against yours.

All conditions must be met before charges can be filed.

Read all instructions before beginning this log.

This log must be kept in the following manner:

1. **Be specific.** (Example: "Dog barked all day." **WRONG** "June 2, 1 a.m., barked 15 minutes." **RIGHT**)
2. **Keep the log for 48 continuous hours. No longer, no less.** It is not necessary to stay up all night to monitor noise; just note when noise annoys you.
3. Indicate each and every time the noise is annoying and for how long the dog makes noise. Make sure you verify that the dog in question is the dog making the noise.
4. To increase the possibility of legal action and charges being filed, have additional witnesses from neighbors or other residences complete these forms also. Otherwise, it may become a situation whereby it's the dog owner's word against yours.
5. When the log is completed (after 48 hours) return to Animal Services.

A detailed, specific, and accurate log is absolutely necessary in order to resolve or prove a public nuisance violation.

Dog Owner's Name: _____

Dog Owner's Address: _____

Dog's Description: _____

Remember Detail, Accuracy, and Be Specific

Date	Time	Type of noise	Duration of noise	Date	Time	Type of noise	Duration of Noise	Date	Time	Type of noise	Duration of noise

Read this before you sign: By signing this log, you are stating that at the time indicated on the log, the noise of this particular dog in question was loud and annoyed or disturbed **you personally**. If legal action is taken and a trial set at the City of Plano Municipal Court, you will be subpoenaed and required to testify based on your verification of the evidence contained in the log.

Complainant's Signature: _____

Print Name: _____ Phone: _____

Address: _____