

COMPLAINT FORM

In order to facilitate any investigation or any subsequent action, we **require** that the complainant provide their contact information and sign this form. Complaints may result in proceedings that require witness testimony if a hearing is deemed necessary. Anyone filing a complaint must understand the possibility of being a witness and may be subpoenaed to testify in any proceedings.

If the information on this form is not Printed Legible or Missing Contact Information, THE COMPLAINT WILL NOT BE ACCEPTED. PLEASE PROVIDE AS MUCH INFORMATION REGARDING THE COMPLAINT ALONG WITH PHOTOGRAPHS. The more information you can provide, the better you can assist our officials with their investigation of your complaint. Please feel free to use the back of this form for additional space.

Your Name: _____

Your Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Please Investigate the following:

Site Address of Complaint: _____
(Must have valid address of complaint to investigate)

Specific Complaint: *(Please be as specific as possible to assist our staff in properly investigating your complaint. Please provide property address, cross streets, person name, etc. You may attach additional pages if necessary.)*

By signing below, I understand the consequences of my actions if I choose to file a complaint as outlined above. I also permit any Municipal Code Officer access to my property to investigate any complaints that may be on neighboring properties to assist with their investigation. I further certify that this information is true and correct to the best of my knowledge and belief.

Signature (*required*): _____ Date: _____

Please allow a minimum of five (5) working days to investigate complaint before you contact our office.

Department Use Only	
Submitted to the Municipality via: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> In-Person <input type="checkbox"/> Email <input type="checkbox"/> Other _____	
Owner Name(s) of Parcel discussed above: _____	
Mailing Address of Property Owner: _____	
Parcel I.D.: Section / Block / Lot _____ - _____ - _____	Zone: _____

Date received: ____ / ____ / ____ Received by: _____

Date inspection: ____ / ____ / ____ Inspected by: _____

Findings: _____

For your information: A complaint that results in an investigation is not subject to a Right to Know request. Copies of this complaint shall ONLY be released upon receipt of a FOIL, subpoena, or a court order.