

# Citizen Complaint Form

Date \_\_\_\_\_ Taken By \_\_\_\_\_

Source of Complaint    \_\_\_ Phone Call    \_\_\_ Office Visit    \_\_\_ Letter (Attached)  
   \_\_\_ Via Public Official – Name \_\_\_\_\_

COMPLAINANT:    Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

COMPLAINT:    Property Owner \_\_\_\_\_

Address Involved \_\_\_\_\_

Parcel No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Allotment \_\_\_\_\_

Mailing Address \_\_\_\_\_

Description of Complaint \_\_\_\_\_

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Initial Inspection Date \_\_\_\_\_ By \_\_\_\_\_

Follow Up Instructions:	Date Sent	By
___ Case Closed because of no apparent violation. Send follow up "No Violation" letter.	_____	_____
___ Informal Contact Made – send follow up "Voluntary Elimination" letter. Re-inspect in _____ days.	_____	_____
___ Begin Administrative Enforcement Action – send follow up "Administrative Action" letter.	_____	_____
___ Notice of Violation to Property Owner.	_____	_____
___ Other: _____	_____	_____
_____		