

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 _____

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: _____
