

General Complaint Form

Complainant Info:

Name: _____ Telephone#: _____

Address: _____

Complaint Info:

Location of complaint: _____

Description of complaint*: _____

**Continue on back if more space is needed.*

I hereby give permission for Township Officials to enter upon my property for the sole purpose of investigating the above complaint.

Signature: _____ Date: _____

This complaint is to remain anonymous for the purpose of public records:

YES: NO: or NO PREFERENCE:

For Zoning Office Use Only:

Investigation Info:

Date received by zoning official: _____ Site Inspection Date: _____

Parcel ID#: _____ Subject Name: _____

Mailing address: _____

ZO Observations: _____

Follow Up Info:

Type(s) of Contact:

- Written warning - (Courtesy Notice Letter)
- Formal Notice – (Notice of Violation-NOV)
- Second Formal Notice – (NOV Letter)
- MCI Process Notification Letter – (3rd NOV)
- SBT Attorney Notification & MCI ticket
- Violation Resolution Action Plan (VRAP)
- Follow-up site inspection for resolution

Date Sent:

Response Date: (if any)

Resolved? YES NO