

### 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:

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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 – (3<sup>rd</sup> 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