



# Citizen Complaint Form

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

Source of Complaint \_\_\_\_\_ Phone Call \_\_\_\_\_ Office Visit \_\_\_\_\_ Letter (Attached) \_\_\_\_\_

\_\_\_\_\_ Via Public Official \_\_\_\_\_ Official's Name \_\_\_\_\_

COMPLAINT Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_

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

Parcel Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Allotment \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Follow Up Instructions: \_\_\_\_\_ Date Sent \_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Case closed because of no appearant violation.  
Send follow up "No Violation" letter. \_\_\_\_\_

\_\_\_\_\_ Case Closed because of no appearent violation.  
Send up "Deed Restriction" letter. \_\_\_\_\_

\_\_\_\_\_ Informal Contact Made -- send follow up  
"Volunatry Elimination" letter.  
Re-inspect in \_\_\_\_\_ days. \_\_\_\_\_

\_\_\_\_\_ Begin Administrative Enforcement Action--  
send follow up "Administrative Action" letter. \_\_\_\_\_

\_\_\_\_\_ Notice of Violation to Property Owner. \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_