

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.	_____	_____
___ Case Closed because of no apparent violation. Send follow up "Deed Restriction" 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: _____	_____	_____