



## PLAIN TOWNSHIP COMPLAINT PROCEDURE & FORM

The Plain Township Zoning Department has the following policy regarding the filing and investigation of complaints for zoning violations or nuisance conditions which affect public health and/or safety:

- ❖ Complaints will be taken in person, in writing, or by telephone.
- ❖ Complaints that are filed with an identifiable **complainant's** name, address and phone number will be immediately prioritized and dealt with in a timely manner. (within 5 days)
  - A response will be forwarded to the identifiable complainants regarding the conditions found and intended course of action following initial investigation of the complaint.
- ❖ Anonymous complaints will be taken but are not prioritized and will only be investigated when all regularly scheduled work has been completed and there is additional time available within the Department. (within 4 to 6 weeks)

\*\*All complaint forms must be filled out with the address where the violation is occurring, and a description of the violation. Example: 123 Main Street NE has garbage bags in the front yard and an old couch in the east side yard.\*\*



# PLAIN TOWNSHIP 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 \_\_\_\_\_  
\_\_\_\_\_

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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: _____	_____	_____