

INSTRUCTIONS FOR THE PROCESSING OF COMPLAINTS

- 1) All complaints must be in writing. Whenever possible, they should be filed on the complaint form used by the township (sample attached). Complaints written in letter form may be accepted if all the information requested on the complaint form is included in the letter.
- 2) Anonymous complaints will not be accepted. The name, address telephone number and signature must be indicated on the complaint form.
- 3) On receipt of the complaint, the person receiving such should indicate receipt by placing their initials and date in the appropriate location.
- 4) The complaint form should be given to a Township Supervisor or their appropriate designee for review. The Supervisor should then authorize further action by initialing and dating the complaint form.
- 5) A copy of the complaint should then be forwarded to the Codes Officer for action. The original should remain on file at the municipal office.
- 6) The Codes Officer will then proceed with the investigation of the complaint under the ordinances and codes of the municipality.

Complaint Form

Complaint Filed By:

Name: _____

Address: _____

Telephone #: (____) ____ - _____

Signature: _____

Date: _____

Nature of Complaint:

Junk/Litter Building Zoning Other

Describe, in detail the nature of the complaint: _____

Location of the Complaint:

Street # and Name: _____

Other description of location: _____

Property Owner (if known):

Name: _____

Address: _____

Township Use Only

Action Taken:

Complaint Received by: _____

Date: _____

Supervisor Authorizing Action: _____

Date: _____