



CITIZEN INQUIRY FORM

Complaints are handled in the order received.

Please allow time for staff to do research necessary to address issue.

If you have any questions, our office is open Monday – Thursday, 7:00am – 5:30pm.

** denotes required information*

TYPE OF COMPLAINT/INQUIRY (check all that apply):

- High Grass/Weeds Junk Vehicle Junk/Debris Unsafe Building Nuisance
 Planning Other: _____

INQUIRER/COMPLAINANT INFORMATION (preferred method of communication): Phone OR Email

*Name: _____ *Phone: _____

*Email address: _____

*Address: _____

VIOLATOR INFORMATION

Violator Name: _____

*Location of violation: _____

***DESCRIBE THE INQUIRY/ISSUE:**

Have you tried to resolve the problem on your own?: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Comments: _____

Actions Taken: _____

Date of Action Taken: _____ Signature: _____