Complaint / Request for Service

Date: ________________ Time Received: ___________ Received By: ______________

Person making Complaint / Request must complete the form completely and sign below: Please note complainant identification is exempt from any Right-to-Know information requests received.

Name: ___________________________________________ Daytime Phone #: __________________

Address: ___________________________________________ E-mail: ____________________________

Complaint / Request: ________________________________________________________________

Location/Address of Complaint: ____________________________

Description of Issue/ Explanation of Complaint: Please use reverse side if more space is needed. Attach any photos or drawings.

____________________________________________________________________________________

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Type of Complaint / Request: (circle one)

1) Animal / Dog Issues 8) Road / Street 15) Traffic
3) Garbage / Trash 10) Sewer Clog 17) Trees/Bushes
4) Grass/Leaves 11) Signs 18) Weeds
5) Noise 12) Speeding 19) Zoning
6) Parking 13) Street Light (need pole #) 20) Other: Use space provided
7) Park/Recreation 14) Storm Sewer

Other: __________________________________________________________

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____________________________________________________________________________________

By my/our signature below, I/we agree that the above statement is true and correct to the best of my/our knowledge. I/we understand and agree to the terms of Resolution No. 672 regarding any charges that may be applied to investigate this complaint and will provide my/our personal testimony if it is required to resolve this complaint in a court of law.

Complainant Signature(s): ____________________________________________________________

OFFICE USE

Referred to (CHECK ALL THAT APPLY): __Code Enforcement __Council Committee __Manager __Police __Public Works ___ Other

Date Submitted: ________________ Date Resolved: ________________ Resolved by: ______________ Charges Applied: ______________

ACTION TAKEN: ________________________________________________________________