

Section A: Complaint Form

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Type of Complaint

- | | | |
|--|---|--|
| <input type="checkbox"/> Public Safety Concern | <input type="checkbox"/> Unsafe Buildings | <input type="checkbox"/> Conduct of Town Official/Employee |
| <input type="checkbox"/> Environmental Damage | <input type="checkbox"/> New Building Project | <input type="checkbox"/> Nuisance (noise, smoke, animals, etc) |
| <input type="checkbox"/> Aesthetic Concern | <input type="checkbox"/> Agricultural/Forestry Activity | <input type="checkbox"/> Hunting/Fishing |
| <input type="checkbox"/> Fences | <input type="checkbox"/> Roads | <input type="checkbox"/> Other: _____ |

Nature of Complaint: _____

Descriptive location or address of property related to concern: _____

Do we have consent to disclose your name? ☐ Yes ☐ No

Signature: _____

Section B: Complaint Resolution (Office use only)

Name: _____ Date: _____

Communication Method: ☐ Phone ☐ Email ☐ Letter ☐ In-Person Discussion

Actions Taken: _____

Resolution: _____

All additional documents such as emails, letters, or any other records of conversation must be attached

Section C: Escalation of Complaint (Office use only)

Name of Issuer: _____ Date: _____

Reason for Escalation: _____

Method of Escalation: ☐ Issue of Township Violation ☐ Defer to State or County Department

Signature: _____