



**PROPERTY ADDRESS:** \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF COMPLAINT: \_\_\_\_\_

Please list or attach reasons for complaint (you can attach documents, photos, etc.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

**\*\*\*ALL DOCUMENTATION SHOULD BE IN BS&A**

**BUILDING DEPARTMENT:**

☐ RESOLVED   ☐ SENT TO PLANNING   ☐ ATTACHED NOTES   ☐ SPOKE TO CALLER / SEE NOTES IN BS&A

**PLANNING / ZONING DEPARTMENT:**

☐ RESOLVED   ☐ SENT TO OHM   ☐ ATTACHED NOTES   ☐ SPOKE TO CALLER / SEE NOTES IN BS&A

**OHM:**

☐ RESOLVED   ☐ SENT LETTER W/PLAN OF ACTION & COSTS   ☐ ATTACH NOTES

**PLANNING / ZONING DEPARTMENT FINAL DETERMINATION:**

☐ RESOLVED

☐ COMPLAINT LETTER SENT TO:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

☐ PLANNING DEPARTMENT INSPECTION SCHEDULED

☐ ORDINANCE DEPARTMENT

☐ RESOLVED   ☐ SENT TO COURT   ☐ ATTACH NOTES