

Briar Creek Township Codes Enforcement Complaint Report

Purpose: To establish the uniform and proper handling of allegations of code violations.

Complaint Procedure:

- (1) The complainant will be supplied with code enforcement statement form;
- (2) The complainant will document in his/her own legible handwriting the details of the violation. The statement should be made as detailed and accurate as possible. The statement should contain:
 - (a) name(s), address(es), and phone number(s) of the alleged violator(s), if known;
 - (b) where the violation occurred(address, club, bar, restaurant, etc.);
 - (d) what happened or is continuing to happen(be specific);
- (3) The complainant shall return this written statement within a timely period. The complainant shall sign the statement.

Please complete the following:

Complainant Name: _____

Address: _____

Home Phone Number: _____ Business Phone number _____

I wish an official complaint be filed on my behalf and a thorough investigation be completed into the violations I have listed.

WARNING NOTICE

I make these allegations of my own free will and affirm that the statements made are true and correct to the best of my knowledge. I further understand that if the investigation proves these allegations to be false, I may be liable to both criminal and civil prosecution. I understand that I may be required to testify at all proceedings arising from these allegations.

(date)

(time)

signature of person making complaint

Ron Bogart, Enforcement Officer

Date Received

