

Briar Creek Township
Columbia County, Pennsylvania
150 Municipal Rd.
Berwick, PA 18603
570-752-8262

www.briarcreektwp.org

Codes Complaint Form

Purpose:

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

Complaint Procedure:

- (1) The complainant will be supplied with a 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.).
 - c. What happened or is continuing to happen (be specific).
- (3) The complainant shall return this signed written statement form within a timely period to:

Larry Frace Inspections
Atten: Briar Creek Township Code Enforcement Officer
1025 Alliance Park Drive
Bloomsburg PA 17815

Please complete the following:

Your (complainant) Name: _____

Your Address: _____

Your Phone Number: _____

WARNING NOTICE

I make these allegations on 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

Signature of person making complaint

Date Received

Received by

Codes Complaint Statement Form

Statement Of: _____ Date: _____

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Signature of person making statement