

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
1009 Fowler Avenue
Berwick, PA 18603

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: _____

Page ____ of ____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of person making statement