



Ordinance Violation Complaint Form

The Vassar Township Zoning Administrator processes violations of the Vassar Township Zoning Ordinance on a “complaint” basis. If you would like to submit a complaint, please complete this form, and return it to us. Department staff will review your complaint and the applicable Township Ordinances. If additional information is required, we will contact you to discuss the matter. If it is determined that the alleged activity could be in violation of the zoning ordinance, a violation case is opened to investigate the matter. **We cannot and will not open a file unless the complaint form is completed & signed. IF YOU ARE SUBMITTING A COMPLAINT, YOU MUST LEAVE YOUR LEGAL FIRST AND LAST NAME AND PERSONAL WORKING PHONE NUMBER.** If you do not fill the form out with your legal first and last name and personal working phone number, **the complaint will not be filed.** If you have any evidence (e.g., photograph, newspaper ad, business card, etc.) that might help document the violation, please enclose it with this completed complaint form. **ALL INFORMATION ON THIS COMPLAINT FORM IS CONFIDENTIAL.**

VIOLATION COMPLAINT

Address Of Violation: _____

Nature of Violation: _____

Reason Complaint is Being Submitted: _____

_____ If this
violation requires legal action would you be willing to testify in court, if necessary? ___ Yes ___ No

REPORTED BY (PLEASE PRINT)

FIRST AND LAST NAME) (LEGAL SIGNATURE)

(MAILING ADDRESS - INCLUDE CITY & STATE)

E-mail address: _____

(WORKING PHONE)

(DATE)