



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 open a file unless the complaint form is completed & signed. 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)

(NAME) (SIGNATURE)

(MAILING ADDRESS - INCLUDE CITY & STATE)

E-mail address: _____

(DAYTIME PHONE) (DATE)

Action of Zoning Administrator

A. Review of the complaint as filed indicates:

- No violation of the provisions of the Zoning Ordinance
- No violation of the provisions of the General Ordinance
- There may be a violation of the following provision of the Zoning and/or the General Ordinance (cite as appropriate):

B. Inspection of the premises indicates:

- No violation of the provisions of the Zoning Ordinance
- No violation of the provisions of General Ordinance
- Violation of the following provisions of the Zoning and/or General Ordinance:

C. Action of complaint:

- No enforcement action taken as no violation was found, complainant was notified no violation was found.
- Actions taken on the following dates:

File Closed:

Vassar Township Zoning Administrator

Date