



GREENFIELD TOWNSHIP COMPLAINT PROCEDURE & FORM

The Greenfield Township has the following policy regarding the filing and investigation of complaints, complaints for violations, or nuisance conditions which affect public health and/or safety:

- ❖ Complaints will be taken through the township website, in person, in writing, or by telephone.
- ❖ Complaints that are filed with an identifiable **complainant's name, address, and phone number** will be immediately prioritized and dealt with in a timely manner. (within 5 days)
 - A response will be forwarded to the identifiable complainants regarding the conditions found and the intended course of action following the initial investigation of the complaint.

****All complaint forms must be filled out with the address where the violation is occurring, and a description of the violation. Example: 123 Main Street NE has garbage bags in the front yard and an old couch in the east side yard.****



Date _____ Taken By _____

Other: _____