

## 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.\*\*



## **GREENFIELD TOWNSHIP** Citizen Complaint Form

DateTaken By		
Source of Complaint Phone CallOffice VisitEmail	Letter	(Attachment)
COMPLAINANT: Name Phor	ne	
Address		_
COMPLAINT: Property Owner		
Address Involved		
Parcel No Lot No		
Allotment		
Mailing Address		
Description of Complaint		
*********************	******	*******
Initial Inspection Date	Ву	
Follow Up Instructions:	Date Sent	Ву
Case Closed because of no apparent violation. Send follow-up "No Violation" letter.		
Informal Contact Made – send follow-up "Voluntary Elimination letter. Re-inspect in days.		
Begin Administrative Enforcement Action – send follow up "Administrative Action" letter.		
Notice of Violation to Property Owner.		
Other:		