Date: ____________________________

I, __________________________________ wish to make the following complaint:

☐ Public Nuisance at _____________________________________________________________

☐ Discourteous or unresponsive city employee _______________________________________

☐ Obstruction of a city street or sidewalk at __________________________________________

☐ Illegal parking _______________________________________________________________

☐ Trailer or RV being used as a residence at __________________________________________

☐ Possible unpermitted construction activity at _________________________________________

☐ Other _________________________________________________________________

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

The complaint location is critical. If an address is not visible, give clear directions, like, “The vacant lot just north of 123 2nd Street”. If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

______________________________  ______________________________
Complainant Signature            Address:

______________________________
Phone:

☐ I wish to be contacted by staff as a follow-up
Name of supervisor receiving complaint: ________________________________________________

Date complaint was given to supervisor: ____________________________________________

Supervisor Comments:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Written By: Name/Title

Additional Info:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

Copy given to (original on file with recorder):
☐ Mayor   ☐ City Administrator   ☐ Police Chief   Date:______________   Emp. Int._______