

ORDINANCE VIOLATION COMPLAINT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Complaining Party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Ordinance Violation: \_\_\_\_\_

Nature of Ordinance Violation \_\_\_\_\_

Duration of Violation: \_\_\_\_\_

Name of Property Owner or Occupant: \_\_\_\_\_

How is complaining party aware of violation? \_\_\_\_\_

FOR VILLAGE USE ONLY

Name of Village official responding to complaint: \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

Person contacted: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ ☐ Owner ☐ Renter ☐ Other \_\_\_\_\_

Violations Observed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Village Attorney Review: \_\_\_\_\_