

ZONING ENFORCEMENT COMPLAINT FORM

Please use this form to record and report possible Zoning violations or concerns related to any zoning issue you observe. Mail or return this signed form to the Planning and Zoning Office. Include your name, address, and a daytime phone number where you can be reached should we require additional information.

Zoning complaints are investigated upon receipt of a *signed complaint* alleging a violation of the zoning ordinance. All complainant information is kept confidential by the Zoning Administration Office. **Please note:** In the absence of a signed complaint, a concern will be acted upon as time allows. No follow-up information can be provided in the absence of a signed complaint form.

Violation Property Address: _____

Location of Violation at the Site: _____

Date and Time of Alleged Zoning Violation: _____

Alleged Zoning Violation

- Construction without an approved Zoning permit
 - New Business (change of use) without an approved Zoning Permit
 - Change in Number of Units (change of use) without an approved Zoning Permit
 - Occupancy without a Zoning Certificate of Occupancy
 - Expansion of parking area without an approved Zoning Permit
 - Exterior changes without an approved Zoning Permit: (Please circle type: new/altered sign, new fence, retaining wall, exterior lighting, large satellite dish/ antennae, other
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- Demolition without an approved Zoning permit
 - Site improvements, excavation or fill without an approved Zoning permit
 - Subdivision without an approved Zoning permit
 - Unmet Conditions of Approval / Property Inconsistent with approved plans
 - Other change of use or expansion of use without approval – Please describe briefly
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- Other – Please describe briefly - _____

Additional information: _____

(use back of this form if needed)

Name (Please print legibly): _____

Address: _____

Phone (daytime) / email: _____

Complainant Signature: _____ Date: _____