

# Complaint Form

Date complaint was submitted to Town Hall:	
Printed name of complainant:	
Does the complainant want to remain anonymous? Yes or No	
Does the complainant want to be contacted by the Code Enforcement Officer? Yes or No	
Complainant's Phone Number:	
Is the complainant willing to testify in the Town's Municipal Court? Yes or No	
<b>Note:</b> Willingness to testify will best aid toward resolution of issues.	
Date of occurrence / incident:	
Address pertaining to location of occurrence / incident:	
Exact location of occurrence / incident:	
Explain all details; i.e., name of those involved, addresses of those involved, exactly what happened, exact time of day, exact date, any other witnesses, etc.:	
<b>Understanding the Process</b> - The complaint form will be provided to the Code Enforcement Officer. He/she will investigate the matter, collaborate with town officials, and address the occurrence accordingly. The Town Board meets monthly.	
Signature of Complainant:	Date:
Signature of Code Enforcement Officer:	Date:
Signature of Mayor:	Date: