# EAST DONEGAL TOWNSHIP

**PROPERTY COMPLAINT FORM**

### (*Complete and sign*)

Alleged Violation: Zoning Ordinance Construction Code Nuisance

Site Address of alleged violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner/Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the Alleged Violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photos Provided: \_\_\_\_\_ YES \_\_\_\_\_ NO

Can this alleged violation be seen from the road or other public way? \_\_\_\_\_ YES \_\_\_\_\_ No

Name of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## OFFICE USE ONLY

Date complaint Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_ Received. By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Date of Initial Inspection: \_\_\_\_\_\_\_\_\_\_\_ Is the Alleged Violation Valid: \_\_\_\_\_ YES \_\_\_\_\_ NO

Ordinance Section Violated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Letter Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Follow-up Inspection

 *Date Date*

2nd Letter Sent w/ Cease and Desist Order \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Follow-up Inspection

 *Date*

Time Extension Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time Extension Granted until: \_\_\_\_\_\_\_\_\_\_\_\_\_

 *Date Date*

Compliance Gained: \_\_\_\_\_\_\_\_\_\_\_\_\_ Turned over to Twp. Solicitor: \_\_\_\_\_\_\_\_\_\_\_\_\_

 *Date Date*

**Filing of Ordinance Complaints**

East Donegal Township receives frequent calls, letters, emails, and verbal complaints about possible Zoning, Property Maintenance and Code Enforcement Ordinance violations within the Township.

In order to investigate, the person making the complaint ***must*** complete and sign a “Property Complaint Form”.

The Township upon receiving a completed “Property Complaint Form” will review the alleged violation and, if necessary, follow up with an initial site visit to determine the validity of the complaint. If the violation is not able to be seen from a public way, Photographs will need to be provided and any legal recourse will be based upon the complainant’s grievance and will involve the complainant in any legal action.

If a violation is verified, an initial letter will be sent to the property owner/tenant advising them of the violation and advising them to contact the Township within a prescribed time period to agree upon a date in which compliance will be achieved.

If the violation goes unabated and/or the owner/tenant does not contact the Township within the prescribed period of time, a second letter will be sent advising them of the violation along with an Order to Cease and Desist which will include a time period for compliance.

If the second letter and Order to Cease and Desist does not achieve compliance within the time period allotted (unless an extension of time is granted by the Township), the matter will be turned over to the Township Board of Supervisors for further legal action.

Be advised that 90% of all complaints are remedied upon acceptance of the first letter however, there are instances in which owners/tenants do not comply and further legal action is necessary. When this occurs, the path to remediation can be long, arduous and drawn out depending how far through the legal system the issue is carried.

By signing this form, I acknowledge that I have read the above policy and understand the position and expectations of the Township.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature of Complainant Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Printed Name of Complainant*