

# Caledonia Township Citizen Complaint Form

All of the following fields must be completed by the person submitting the complaint. If any information is missing the complaint will be received and filed without investigation.

## Complaint Submitted by:

Date:

Name:

Address:

Phone Number:

Email Address:

Details of Complaint:

By signing this complaint form, I solemnly affirm that the matters set forth herein are true and accurate to the best of my knowledge, information and belief; and I acknowledged that there are legal consequences for making false statements or claims.

Complainant's Signature:

## Caledonia Township Official Use

Date Complaint:

Complaint Number:

Received: Action Taken:

Issue Resolved On:

Follow Up Information:

Code Enforcement Officer Signature:

Date:

Complaints received will be investigated as time permits by the Zoning Administrator or Code Enforcement Officer. There is no established time frame for the investigation and/or any report to be completed, the objective being to receive and process all investigations in a reasonably, timely and diligent manner. Once the investigation is completed, a notice to the complainant will be provided. If anyone would like a copy of the completed report, a FOIA request must be submitted to the Township FOIA Coordinator.