

CENTRAL BERKS REGIONAL CODES ENFORCEMENT DEPARTMENT



COMPLAINT FORM

Please type or print in ink legibly

Mt. Penn Borough and Lower Alsace Township has a process for addressing property complaints. Once a complaint has been submitted, the matter is referred to the Central Berks Regional Codes Enforcement Department to investigate the matter for verification. The Central Berks Regional Codes Enforcement Department may only investigate from public property, places of public access, or from the complainant's property when express permission is provided. Once a property owner has been notified of any violations, a deadline for corrective action is established. If the violation still exists at the end of the given time frame, further enforcement action may be pursued. This can be a lengthy process.

REMINDER: It is always a good policy to talk to your neighbor when there is a problem. Most people prefer to have an opportunity to address an issue informally before receiving an official complaint notice.

| PART 1 | | PERSON INITIATING REQUEST | |
|--|--|---------------------------|----|
| Name: | | Day Phone: | |
| Address: | | | |
| Email: | | | |
| May a Code Enforcement Officer contact you to further discuss? | | Yes | No |
| May a Code Enforcement Officer walk on your property to view alleged violations? | | Yes | No |

| PART 2 | | COMPLAINT / VIOLATION INFORMATION | |
|---|--|-----------------------------------|--|
| Location/Address: | | | |
| Violator Name: | | | |
| Detailed Description of Alleged Violation(s): (Attach additional sheets if needed) | | | |
| | | | |

| PART 3 | | STAFF TO COMPLETE THIS SECTION | | | |
|--------------|--|--------------------------------|--|-------------|--|
| Received by: | | Date: | | Time: | |
| Assigned to: | | Date: | | CBC Case #: | |