

Clifton Township

361 State Route 435 Clifton Township PA 18424

Office: 570-842-4272 Email: Secretary@cliftontownship.com

COMPLAINT FORM FOR ZONING and NUISANCE ISSUES

Complaint Policy: The Township is committed to enforcing all Township codes. Complaints to the Township can have serious and possibly unintended consequences. Please consider carefully before registering complaints against fellow members of your community.

To assist the Zoning and Code Official(s) in enforcement, we require complaints to be registered on this form.

Please identify the subject of the complaint:

Name: _____

Address: _____

Telephone of property: _____

Relationship of complainant to subject: _____

Describe the complaint in detail and provide attachments if necessary:

In order to facilitate the investigation and any subsequent action, we **require** the Complainant to provide contact information. Complaints may result in proceedings that require witness testimony before the Zoning Hearing Board, the Uniform Construction Code Appeal Board, and/or the Pennsylvania Courts. Anyone filing a complaint must understand the consequences. The Township may subpoena witnesses to testify in the matter.

Complainants Name: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

TOWNSHIP USE ONLY

Complaint Receipt Date: _____ Received By: _____

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Process for Enforcement

1. Receive complaint by any or all of the following:
 - a. Signed and dated letter received at Township office
 - b. Complainant delivers issue in person at Township office to Secretary and/or Zoning/Nuisance Officer
2. Zoning/Nuisance Officer does cursory drive-by inspection of property to verify complaint status and takes pictures of said reported nuisance.
3. Dependent upon inspection, the following occurs:
 - a. If the issue is of a low-level violation of an existing Nuisance Ordinance, such as high weeds, small amounts of trash, barking dogs, etc. (the level is determined by Zoning/Nuisance Officer), the property owner will receive a Warning letter.
 - b. All other issues will be sent a Notice of Violation which involves time-sensitive issues, possibility of appeal, and possibility of civil action.

Ron Donati
Clifton Township Zoning and Nuisance Officer
570-842-2196

