



Urbana Township Complaint Form

For Reporting Nuisance or Zoning Violations

Instructions:

Please complete all fields and submit this form to the Urbana Township Office by mail, in person, or via email at trustees@urbanatownship.com

Date of Complaint: ____ / ____ / ____

Section 1: Your Contact Information

(Required to allow for follow-up. Anonymous complaints will not be processed.)

- **Full Name:** _____
 - **Address:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
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Section 2: Location of Concern

(Be as specific as possible.)

- **Address or Description of Location:**
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Section 3: Type of Complaint

- ☐ Junk Vehicle _____
- ☐ Weeds/Grass over 6" _____
- ☐ Fence in extreme disrepair: _____
- ☐ Trash / Debris: _____
- ☐ Unsafe Structure: _____
- ☐ Other: _____
- ☐ Other: _____

Section 4: Description of the Issue

Please provide a detailed description of the issue, including dates, times, frequency, and any individuals involved (if known). Attach supporting documentation or photos if available.

(Attach additional sheets if necessary.)

Section 5: Your Signature

By signing below, I certify that the information provided is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Township Use Only (Do Not Write Below This Line)

- ***Date Received:*** _____
- ***Received By:*** _____
- ***Case/Reference Number:*** _____
- ***Action Taken / Notes:***
