

Town of Sutton

450 4th St Sutton, West Virginia 26601

304-765-5581 4townofsutton@gmail.com

CITIZEN'S CONCERN FORM

Intake received by: _____ In person _____ Website _____ Phone _____ Via Town personnel or council _____ Other _____

REPORTING PARTY: Every effort will be made to keep this information confidential. Any personal information you provide is only used to contact you for clarification of the information you report and to provide follow-up on the action.

If your complaint is regarding water, sewer, trash or maintenance issues, please, call the office at 304.765.5581 immediately and speak with staff. All other issues, please, continue to fill-in information so your concern can be acted upon.

Complainant's Name: _____ Phone: (____) _____

Address: _____ Cell phone: (_____) _____

City: _____ State: _____ Zip: _____

LOCATION OF CONCERN

Include exact address: _____

If no address is visible, please describe the area in detail, including street intersections and landmarks.

DESCRIPTION OF THE CONCERN Details about the specific situation you are reporting:

Vehicles complaints description/license number _____

Renter reporting unsafe or unhealthy conditions, please provide contact information for the property owner:

The Town of Sutton will process every report received through this form. If another agency is responsible for the issues, it will be forwarded accordingly. To inquire to the status of your report, after three business days, please contact the Town at 304.765.5581.

Official Use Only: Received by: _____ Date: _____

Property Owner Verified As ; _____

Concern forwarded to: ☐ Administration ☐ Buildings ☐ Police ☐ Maintenance ☐ Flood Plain Coordinator

Outside agency, if so who (give contact information for follow-up) _____

Follow-up action taken: _____

(Use blank sheet of paper for further reporting or documentation and attach to this report.)

Case closed: _____ yes _____ no By whom? _____ (initials) _____ Date _____