

Received by: _____

Date _____

Citizen Complaint and Concern Form

SECTION 1

TYPE OF COMPLAINT: check type(s) of complaints

Code Enforcement:		Other Matters:
<input type="checkbox"/> Work w/o Permit	<input type="checkbox"/> Wetland Disturbance	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Failed Septic System	<input type="checkbox"/> Setback Violation	<input type="checkbox"/> Conservation
<input type="checkbox"/> Junkyard	<input type="checkbox"/> Shoreland Vegetation Removal	<input type="checkbox"/> Road Safety
<input type="checkbox"/> Illegal Dwelling	<input type="checkbox"/> Property Maintenance Violation	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Non-permitted Land Use	<input type="checkbox"/> Other:	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Building Code Violation		<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Sign Violation		<input type="checkbox"/> Beaches and Waterways

SECTION 2 (provide details in Remarks section on page 2)

Location of Complaint: _____

Property Owner (if known): _____

SECTION 3 (May be left blank for anonymous complaint)

Name: _____ Phone No: _____

Email: _____ Other Contact: _____

FOR OFFICE USE ONLY

Date of Site Investigation: / / Date of Contact w/Alleged Violator: / /

Office referred to: _____ Referral date: / /

Decision or Resolution:

- ☐ NO VIOLATION
☐ VIOLATION FOUND AND RESOLVED; OTHER COMPLAINT OR CONCERN RESOLVED
☐ ENFORCEMENT / FOLLOW-UP REQUIRED

How to File a Complaint or Concern

In order to investigate, Sections 1 & 2 need to be completed to the greatest extent possible.

If you would like us to follow up with you personally on the outcome, please provide your name and contact information in Section 3. You can remain anonymous, but we will not be able to follow up with information on the outcome. Please be aware that information provided on this form becomes public information and is subject to the Maine Freedom of Access Act.

Send the completed form to the Town Clerk by e-mail, posted mail, or drop-off at the Town Office. E-mail address: clerk@townofsurrymaine.com

The Code Enforcement officer is responsible for responding to land use and building code complaints.

Other matters will be referred to the appropriate Surry town office, or external resources.

Any questions? Contact the Town Office at 207-667-5912

Additional Remarks: