

Complaint Registration

COMPLAINANT INFORMATION:

NAME: _____ PHONE #: _____
STREET ADDRESS: _____ CELL#: _____
CITY: _____ ZIP: _____ EMAIL: _____

Pre-qualification information:

- | | Yes | No |
|---|-------|-------|
| 1. This matter involves one or more provision of local zoning? | _____ | _____ |
| 2. This matter involves a dispute with a neighbor? | _____ | _____ |
| 3. This matter involves a dispute with a landlord? | _____ | _____ |
| 4. This complaint has been or may be the subject of a law suit? | _____ | _____ |
| 5. Has an attempt to resolve the matter has been made? | _____ | _____ |

A dispute with a neighbor or landlord will only be processed if it is clear that the matter involves a provision of the NYS Uniform code or local law, where the Building Department has both jurisdiction and authority to address the nature of the complaint filed. The Department does not have the jurisdiction or authority to regulate land lords or lease agreements, or disputes involving encroachments, drainage diversions, or accumulation of non hazardous materials on the premises.

Address of complaint: _____**Description:** (attach additional sheets if necessary)**Complainant's signature:** _____ **Date:** _____

Summary Information

Date Complaint Received: _____	Correspondence sent to complainant:
Date of authority/jurisdiction determination: _____	Date: _____
Date of investigation completion: _____	Delivery Method:
Date of action taken: _____	

Building Department notes:

Ability to act on complaint:

Does the Department have jurisdiction and authority to address the complaint?

___ Yes

___ No, because:

___ Additional information required, as follows: _____

INVESTIGATION OF COMPLAINT

___ Violation of Village Code under Departmental jurisdiction and authority has been identified, as follows:

___ Violation of Village Code under Department jurisdiction and authority has been determined not to exist.

___ Violation of Village Code could not be adequately investigated for the following reason(s):

Complaint Action Taken

___ Citation issued, as follows: _____

___ Matter referred to Village Attorney for further action

___ Other actions

taken: _____
