Complaint Registration

COMPLAINANT INFORMATION:

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

Pre-qualification information:

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

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 landlords 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:

Village of Round Lake
Building and Zoning

10/24/2013